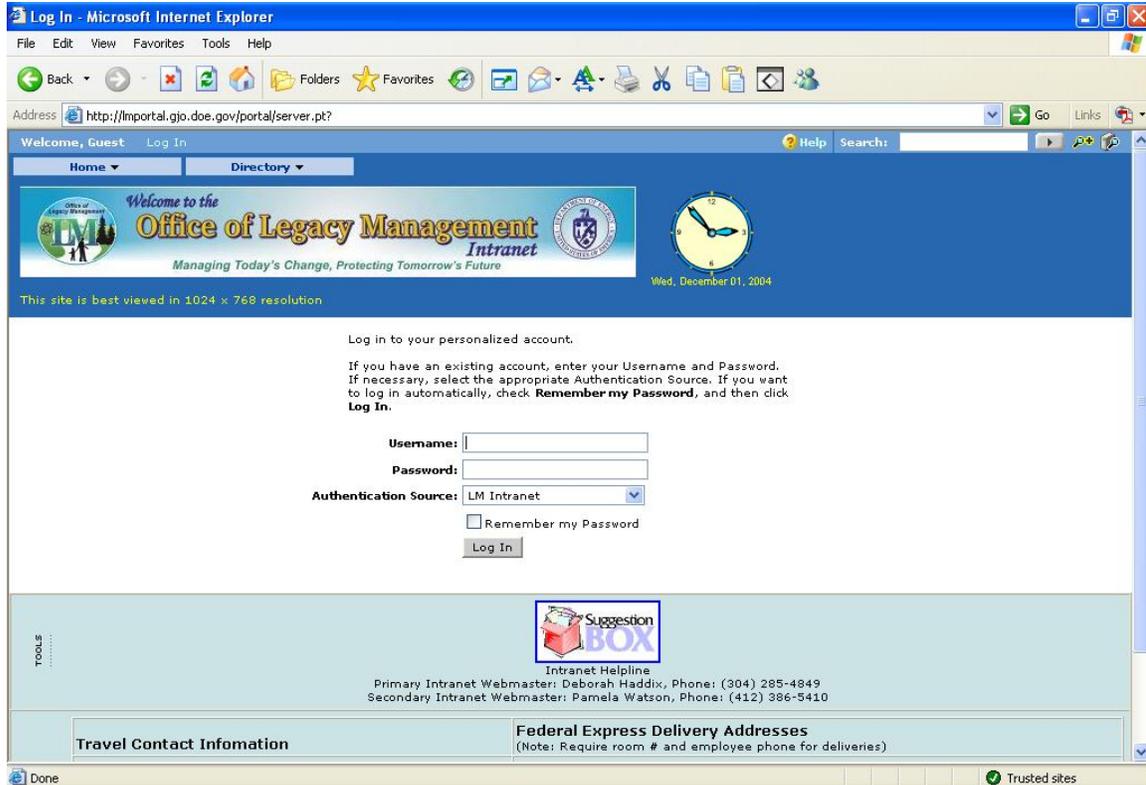


**Remote Access Procedures
for
Systems at Grand Junction**

Logging into the LM Portal

<http://Importal.gjo.doe.gov>



Your username and password are the same and follow this composition: first 7 characters of your last name and the first 1 character of your first name.

If you have any questions or problems please contact the **Grand Junction Help Desk at (970)-248-6123**

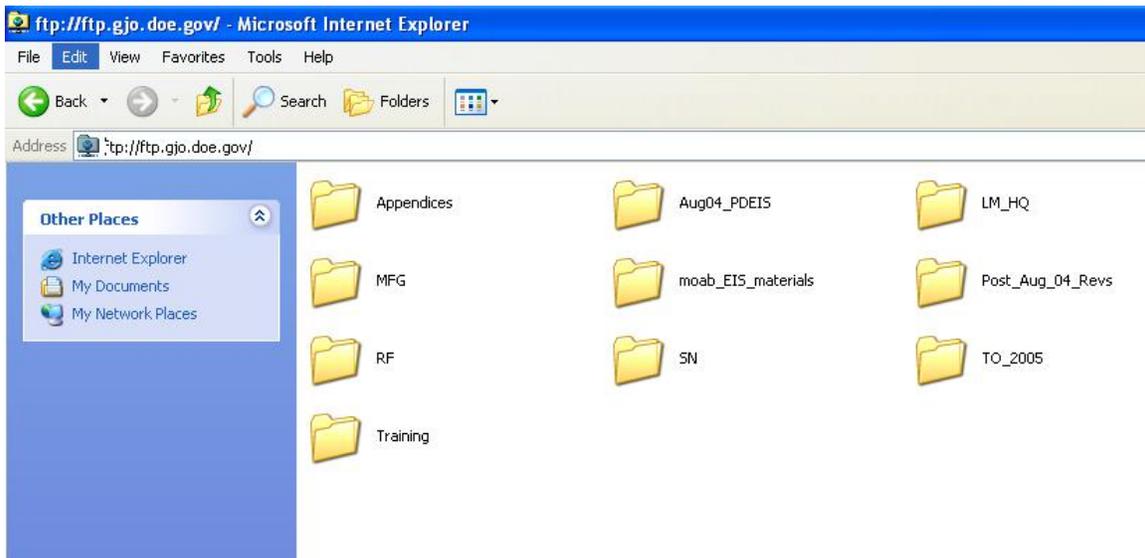
Accessing the FTP Site

Open your web browser and enter the following address:

<ftp://.gjoftp.external:s0lstice@ftp.gjo.doe.gov>



Your browser will open up the FTP directory.



Copying a file from the ftp site:

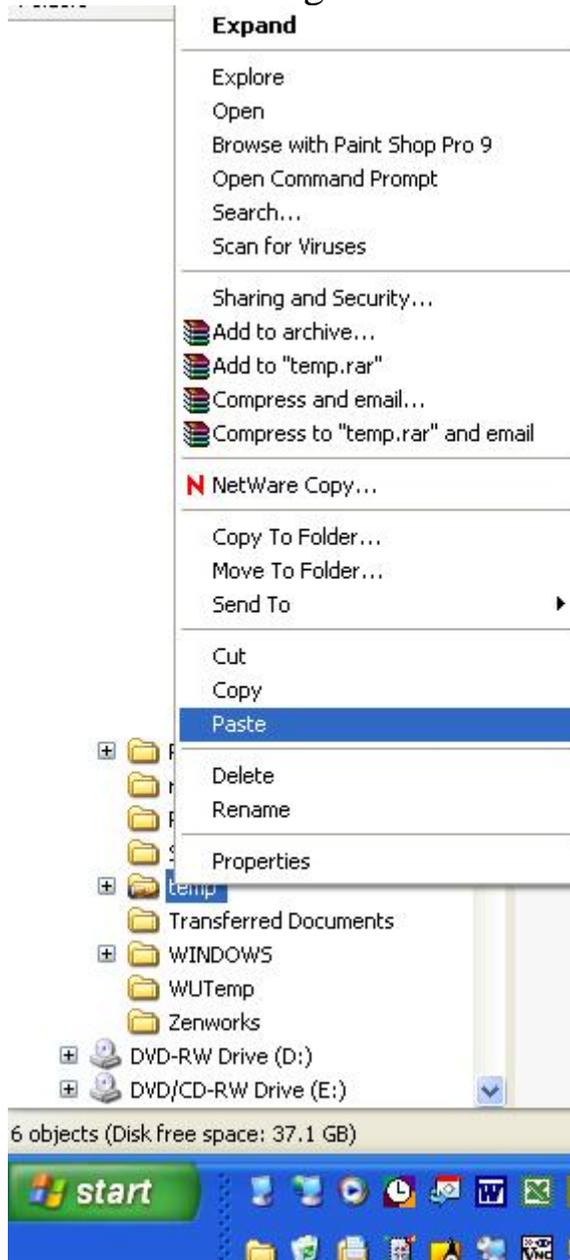
Single left click on the desired file. Single left click on “Copy to Folder” or “Copy”.



Open your windows Explorer. Single right click on the “Start Button”. Single left click on “Explorer”.

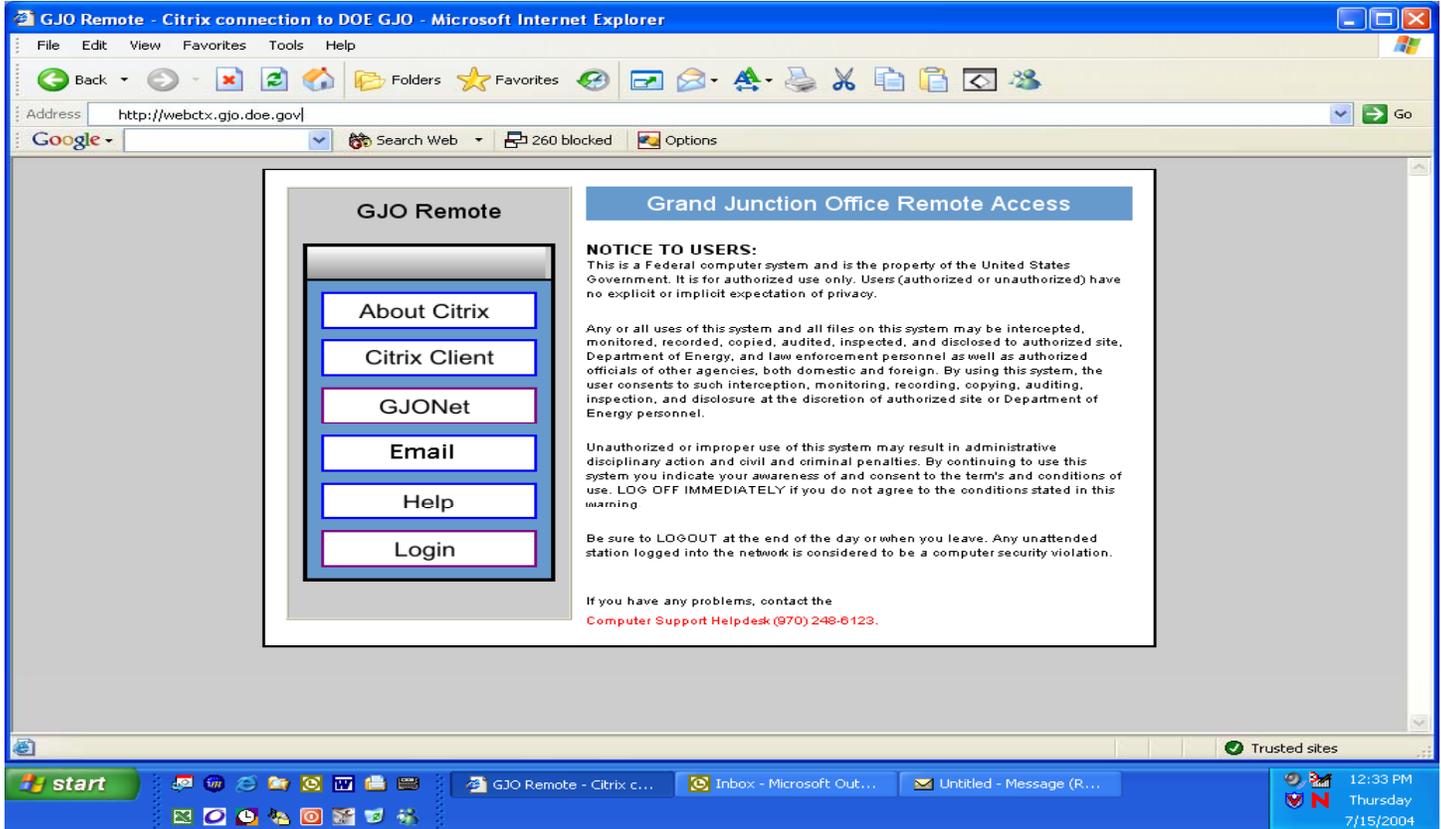


Browse to the folder you want to paste the file to. Single right click on the folder. Single left click on "Paste".

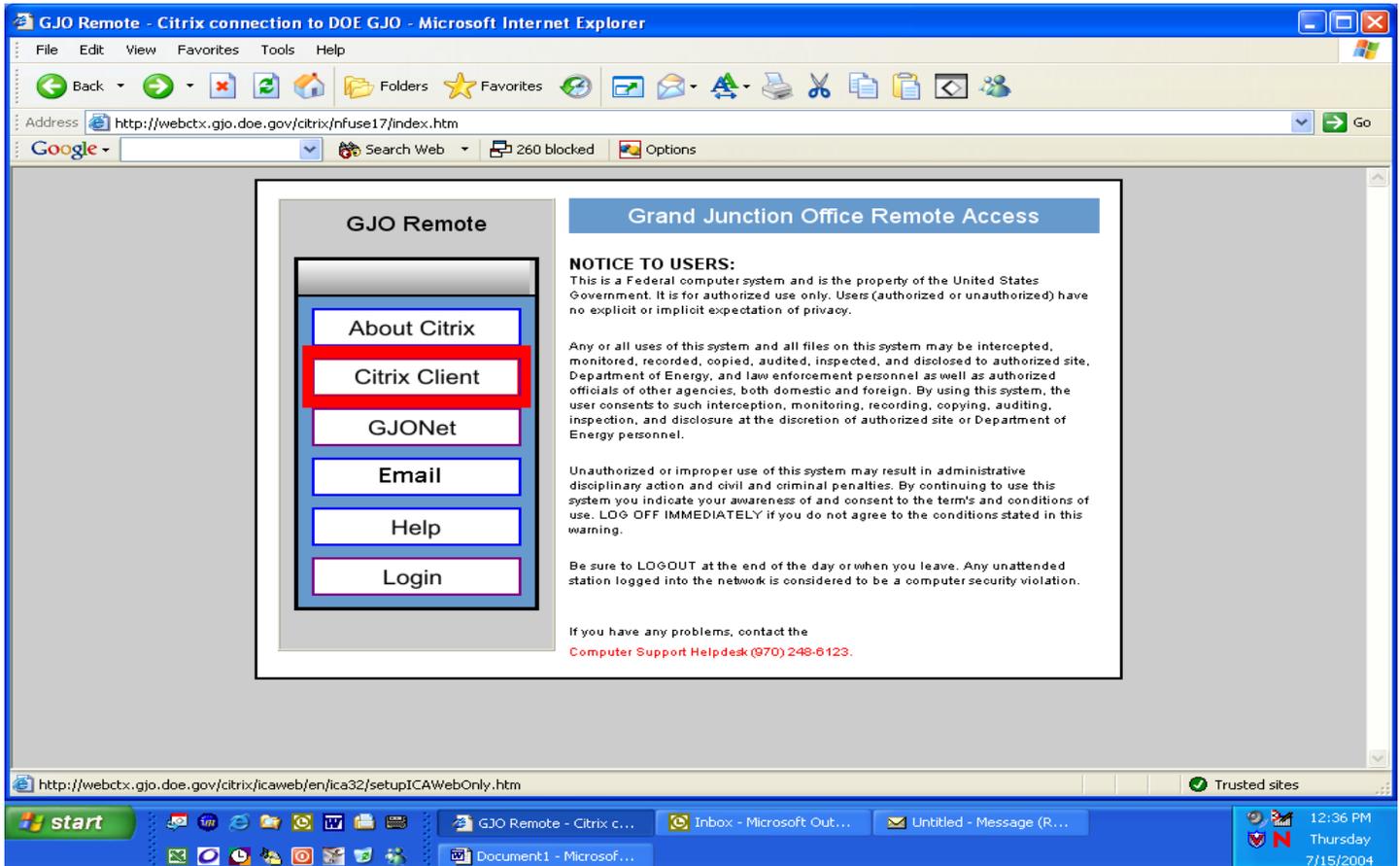


Installing the Citrix Client

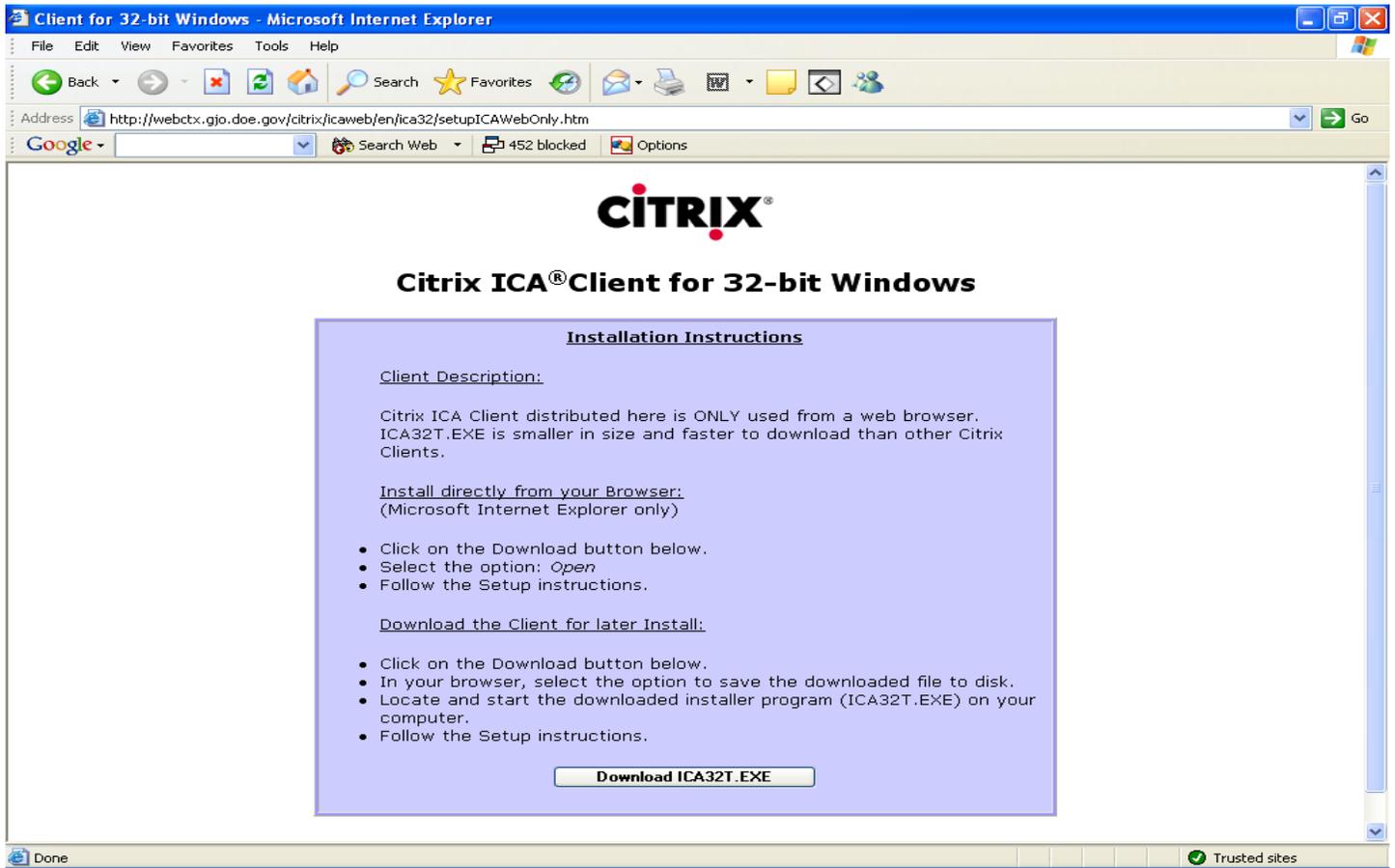
Go to <http://webctx.gjo.doe.gov>



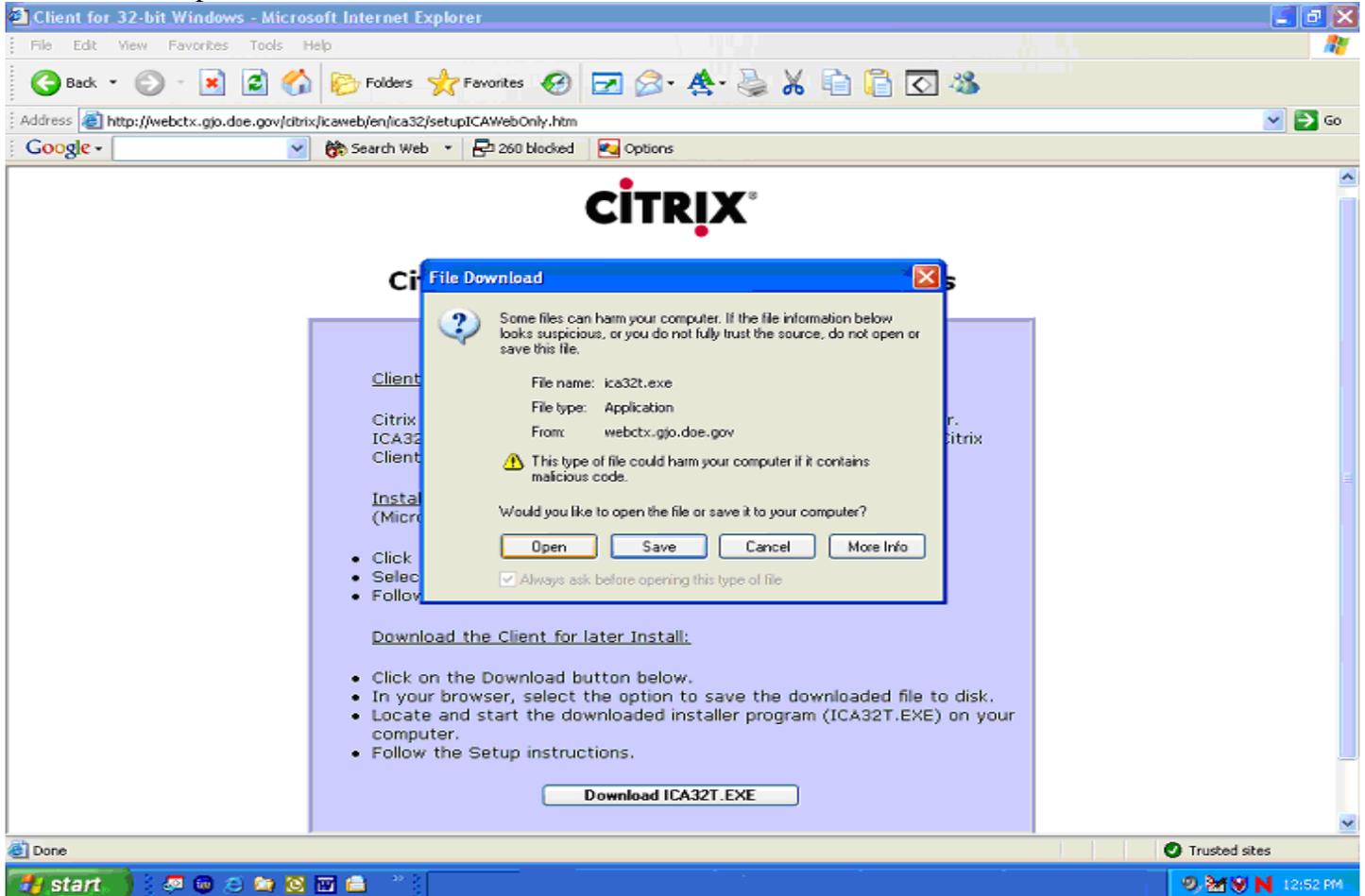
Click the "Citrix Client" button



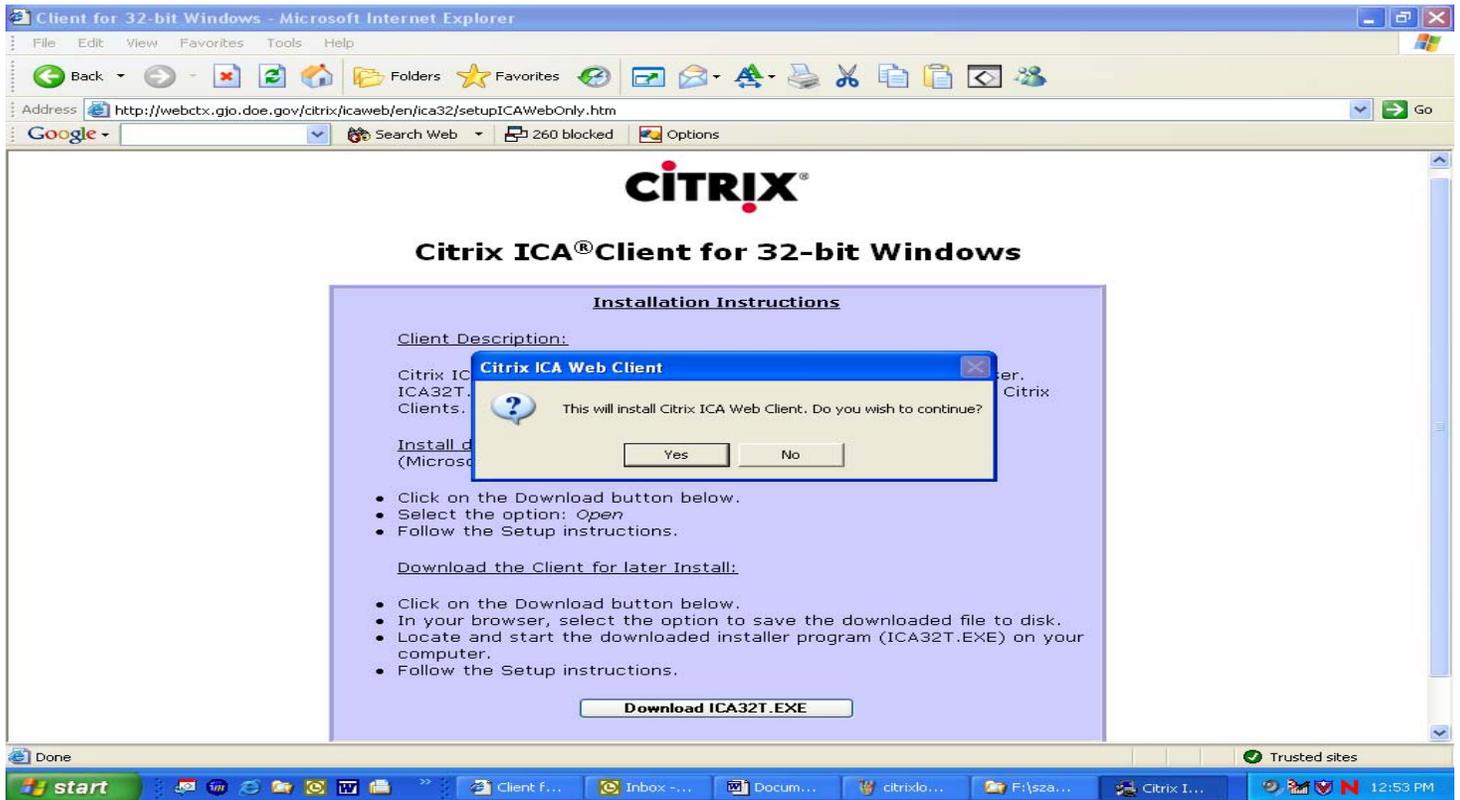
Click on the “Download ICA32T.EXE” button



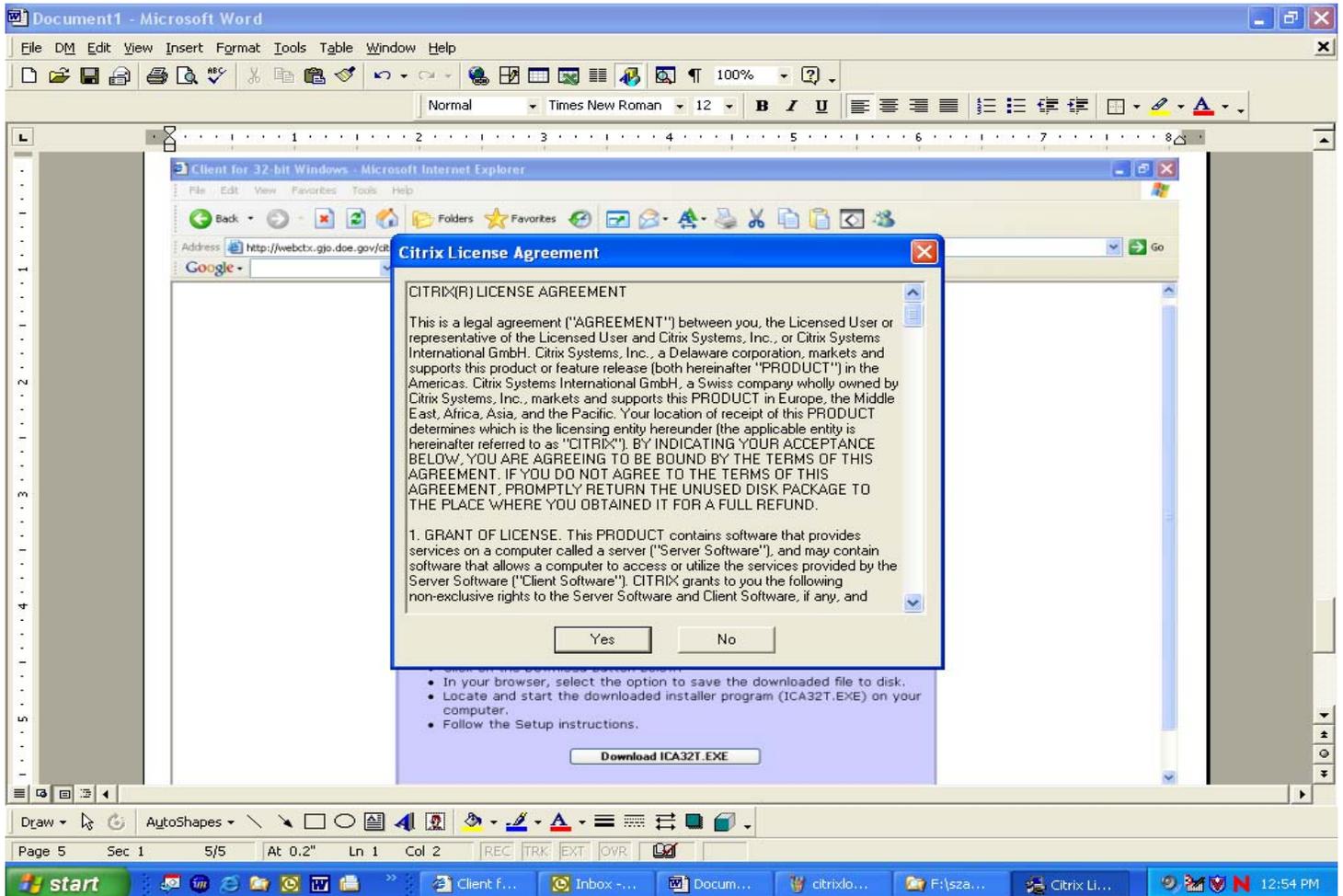
Click on the “Open” button



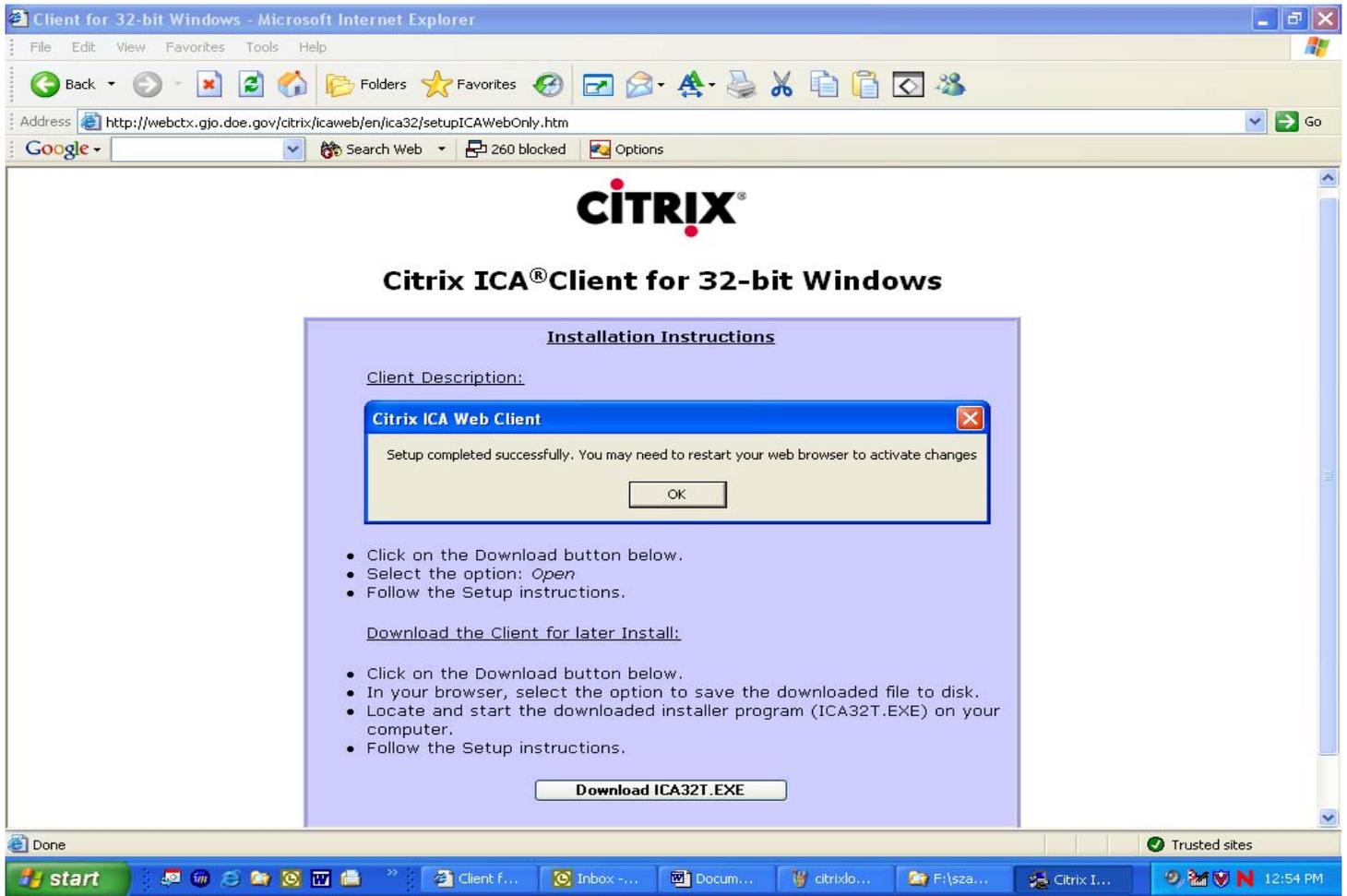
Click the "Yes" button



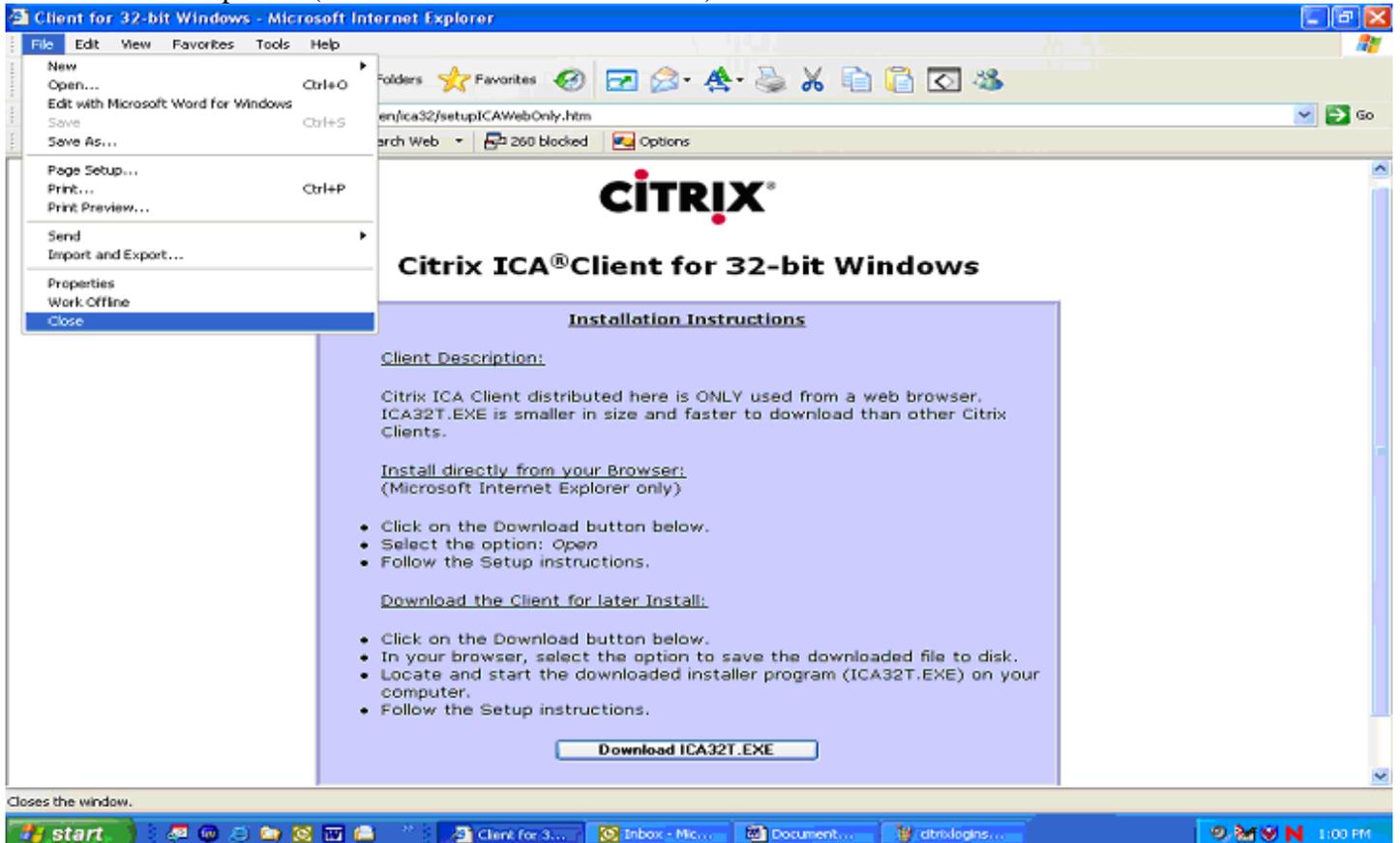
Click the "Yes" button



Click the "OK" button

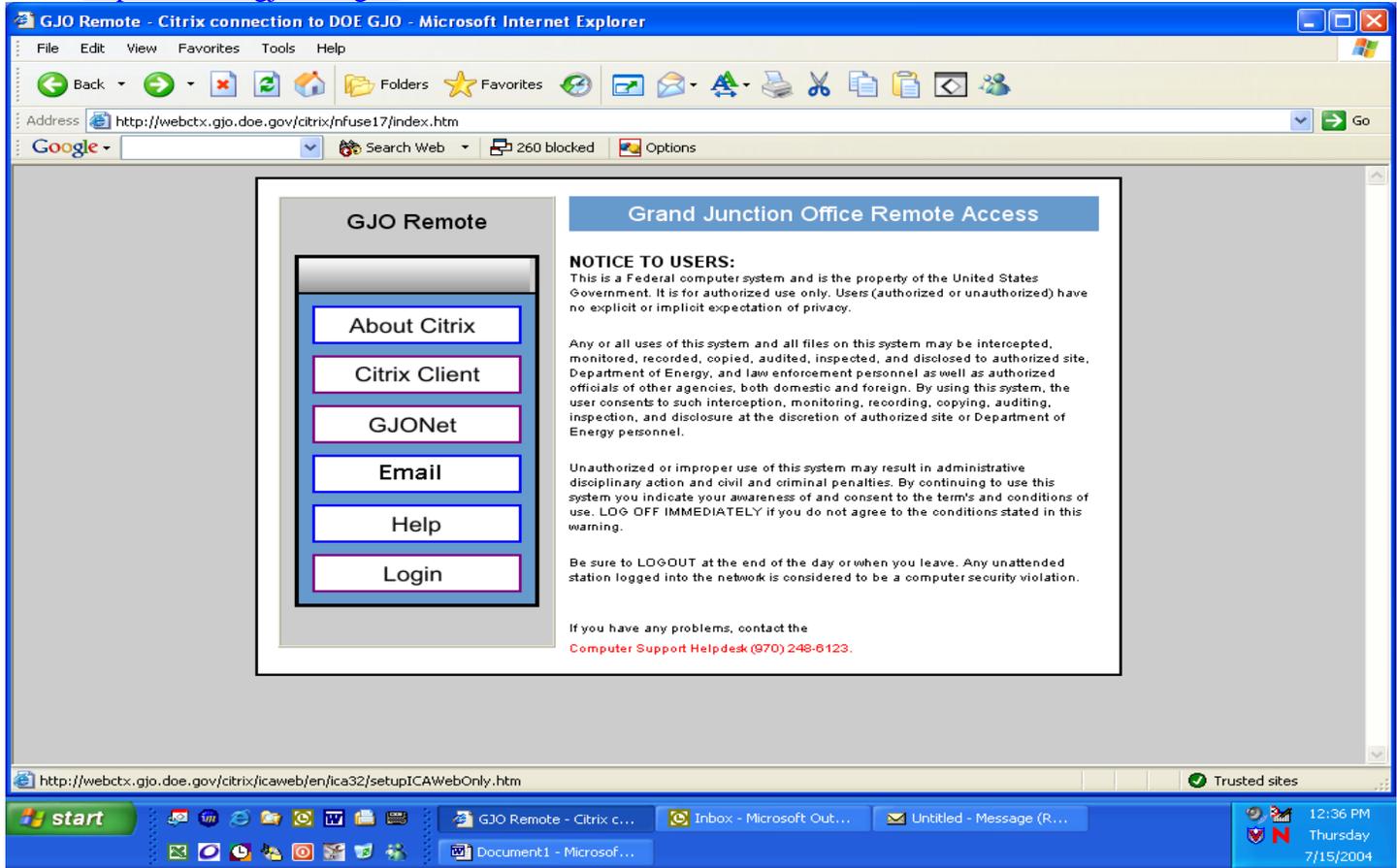


Close Internet Explorer. (Click "File" then click "Close")

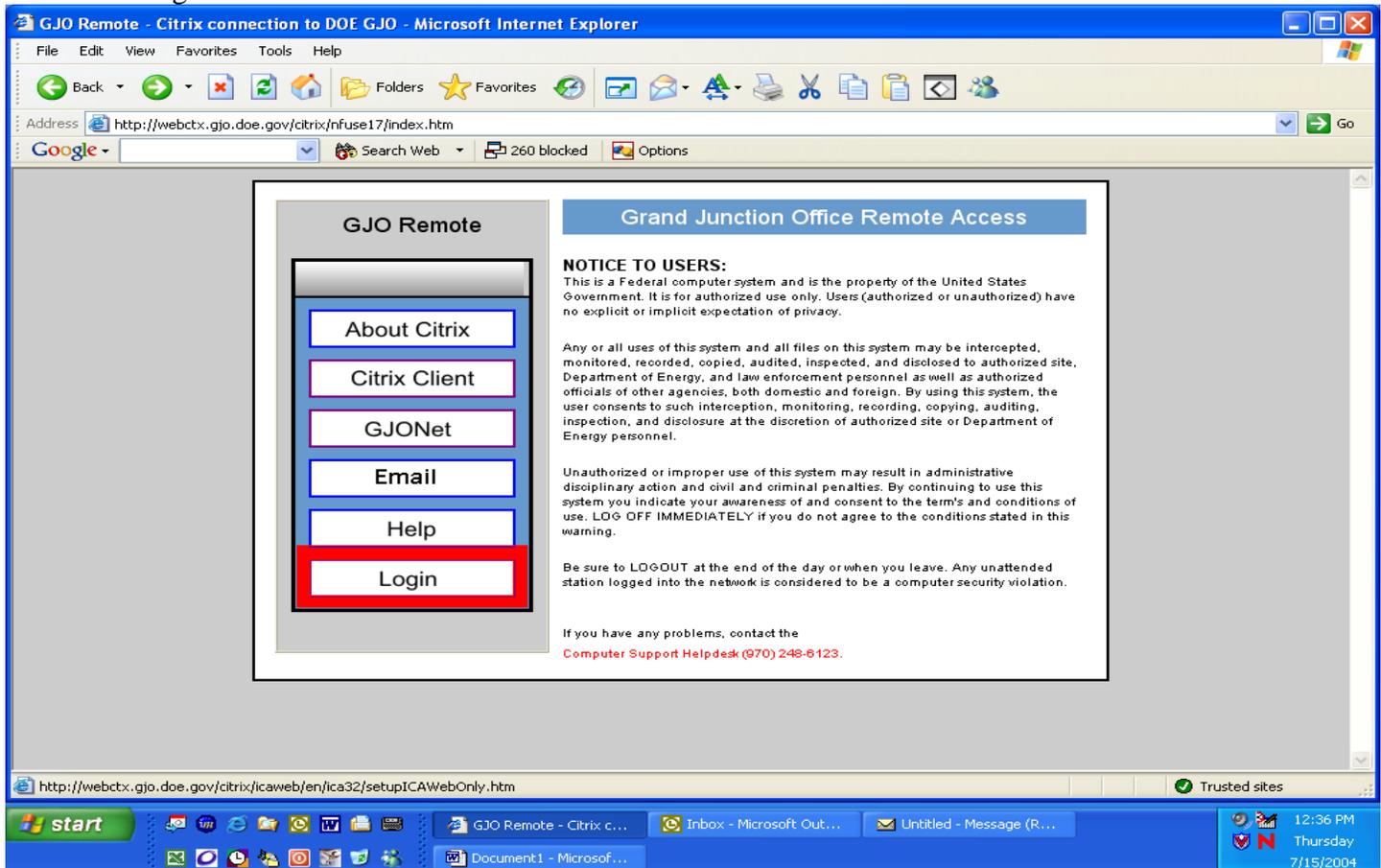


Logging into Citrix

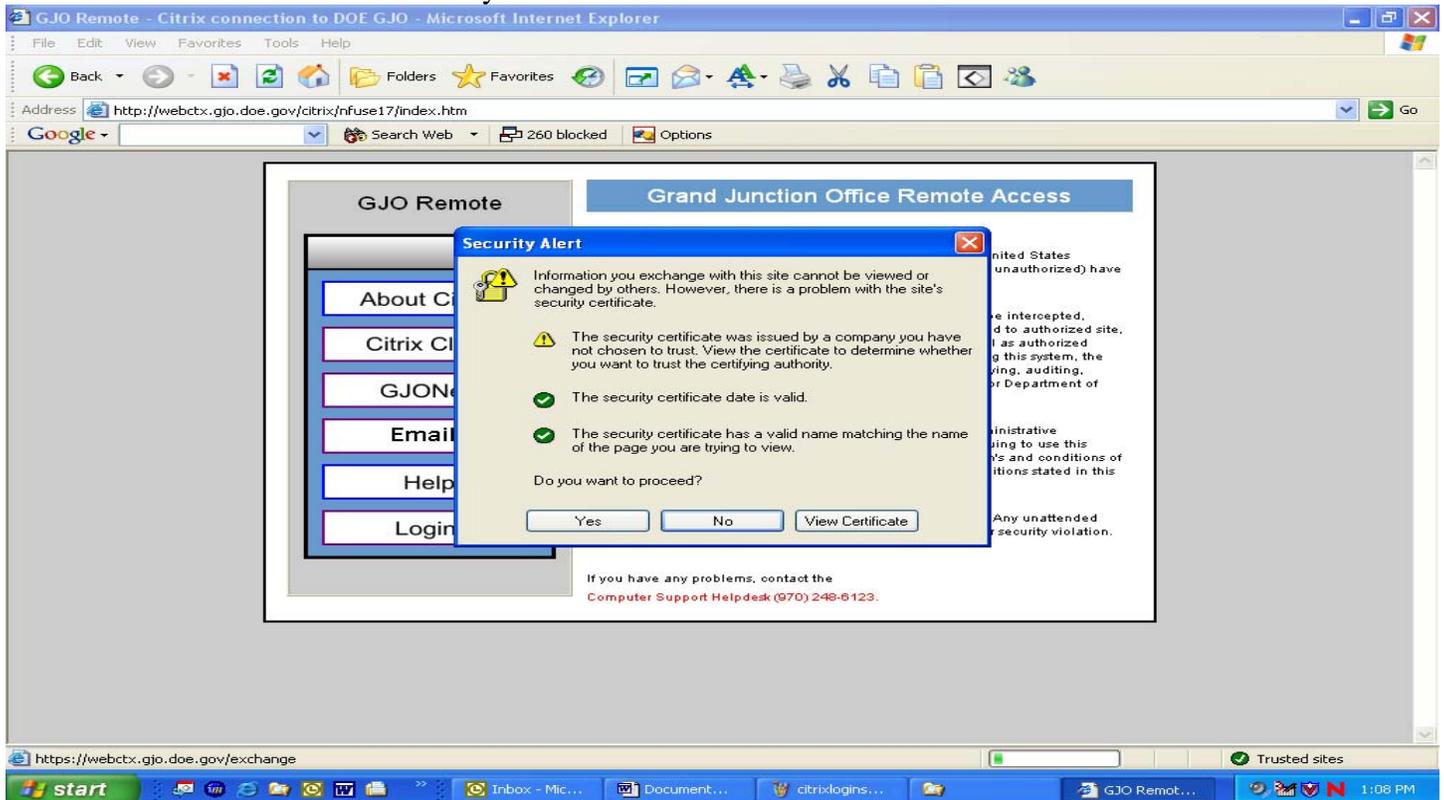
Go to <http://webctx.gjo.doe.gov>



Click the "Login" button



Click the “Yes” button on the Security Alert window.

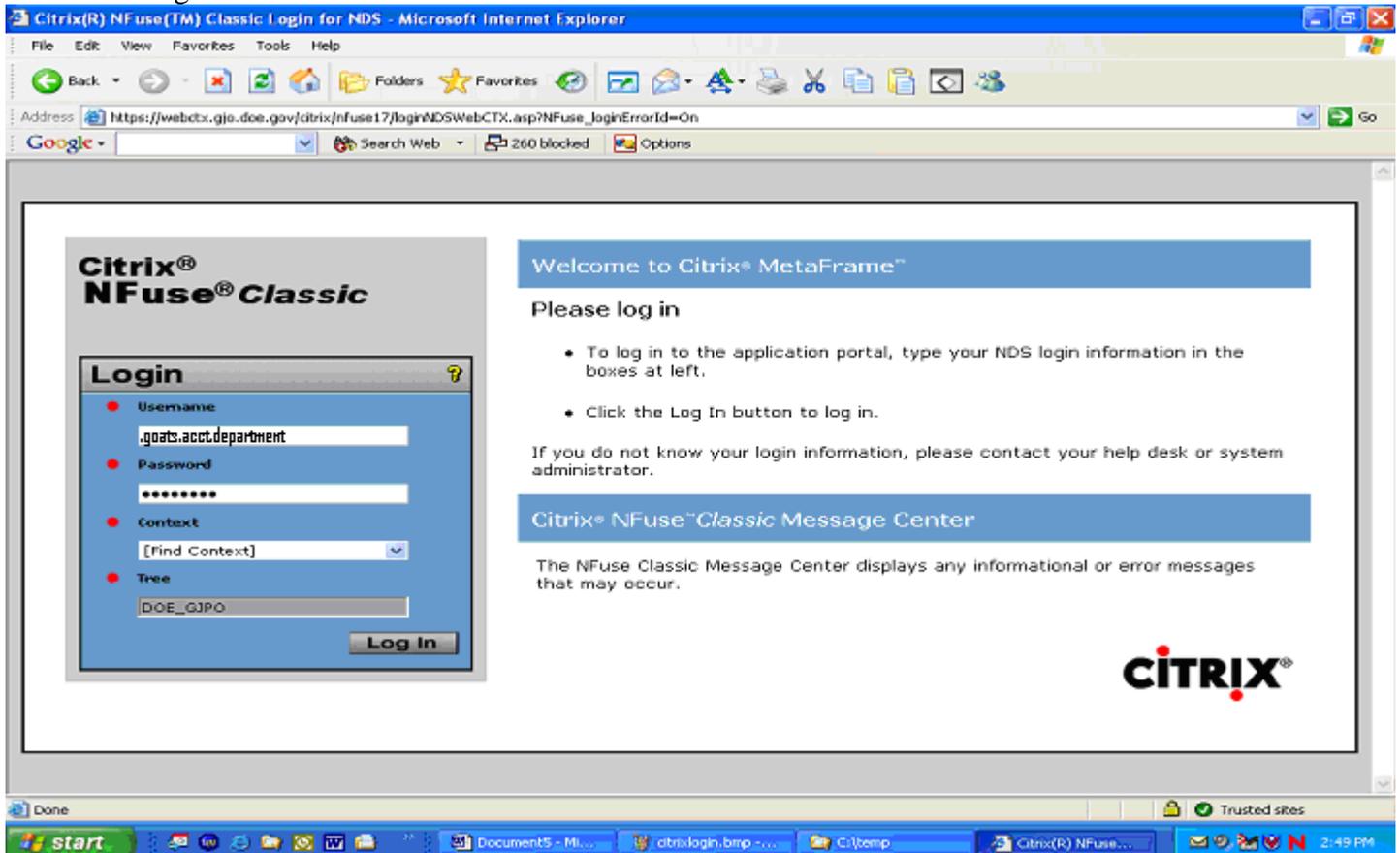


The following screen shows the Citrix login page. There are 2 methods of logging into Citrix method 1 being the easiest.

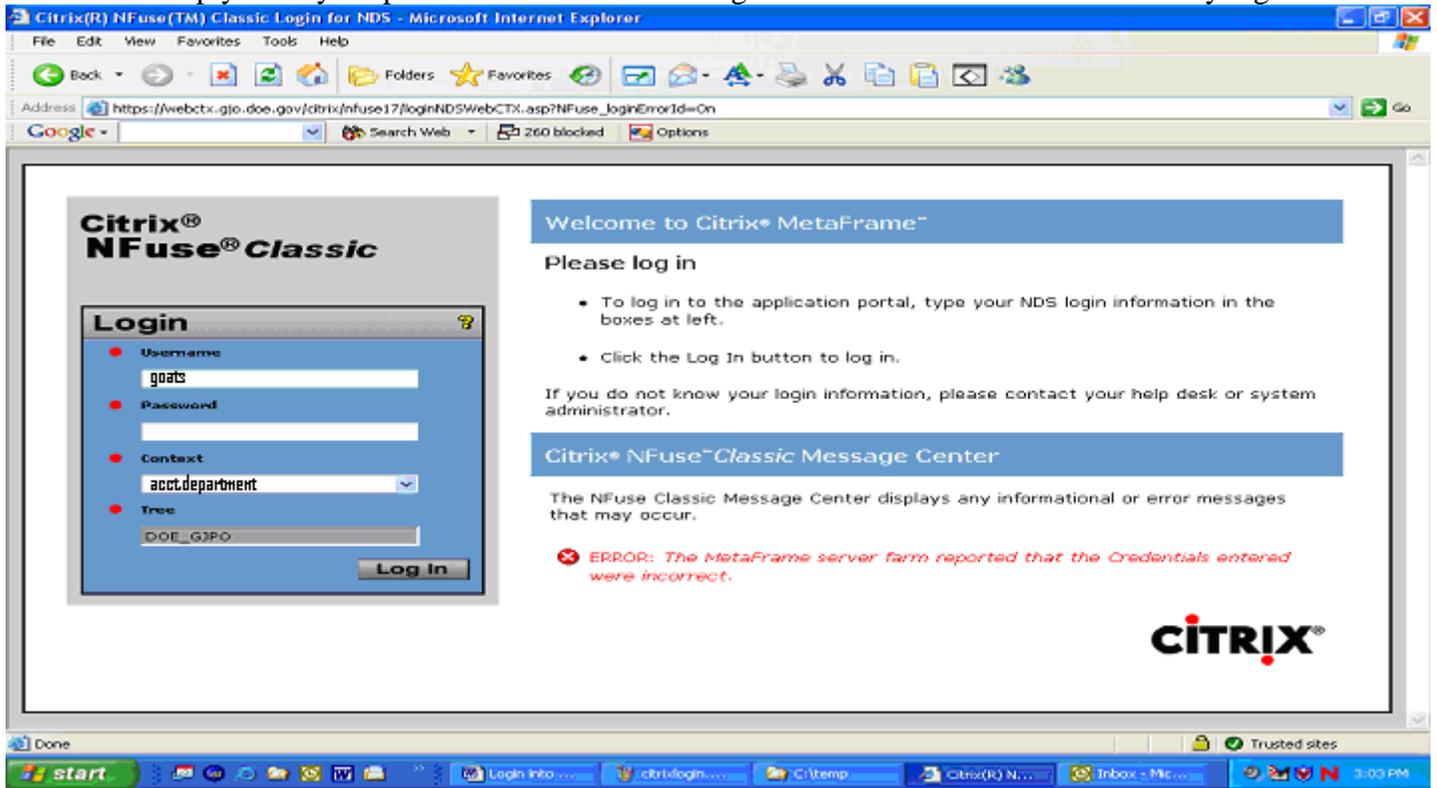
Method 1) Enter your long username (which is (dot)username(dot)context) and your network password.

Example of a long username : **.goats.acct.department**

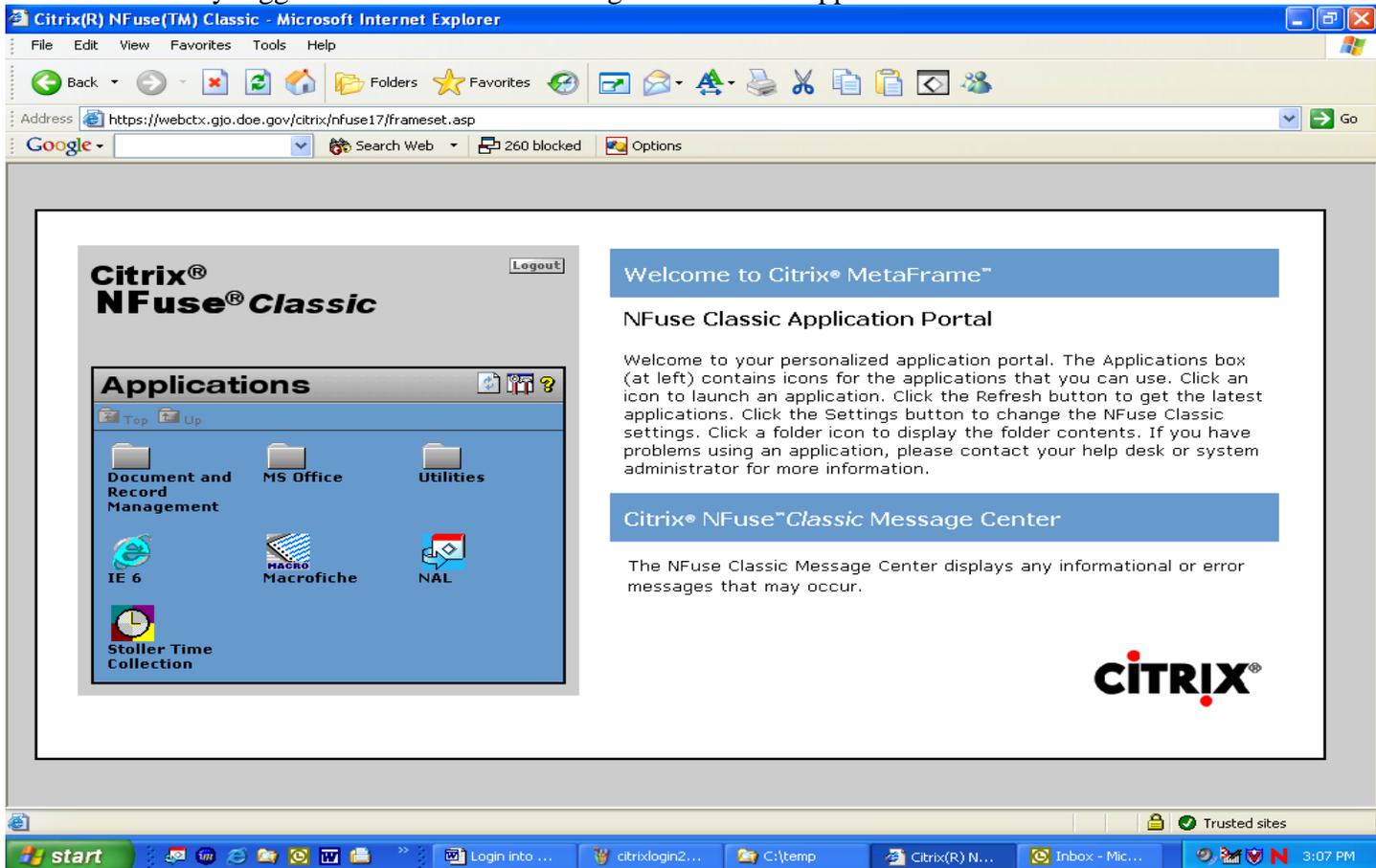
Click the “Log In” button



Method 2) If you do not know your context simply enter your username and click the drop down box under context and select "Find Context" then click the "Log In" button to have it search for your context. Notice you do not enter your password yet, because if you enter your password, but let it find your context it will blank out your password and show the minor error in red text that you see below. You will notice it filled in the context field. Now simply enter your password and click the "Log In" button and it should successfully log in.

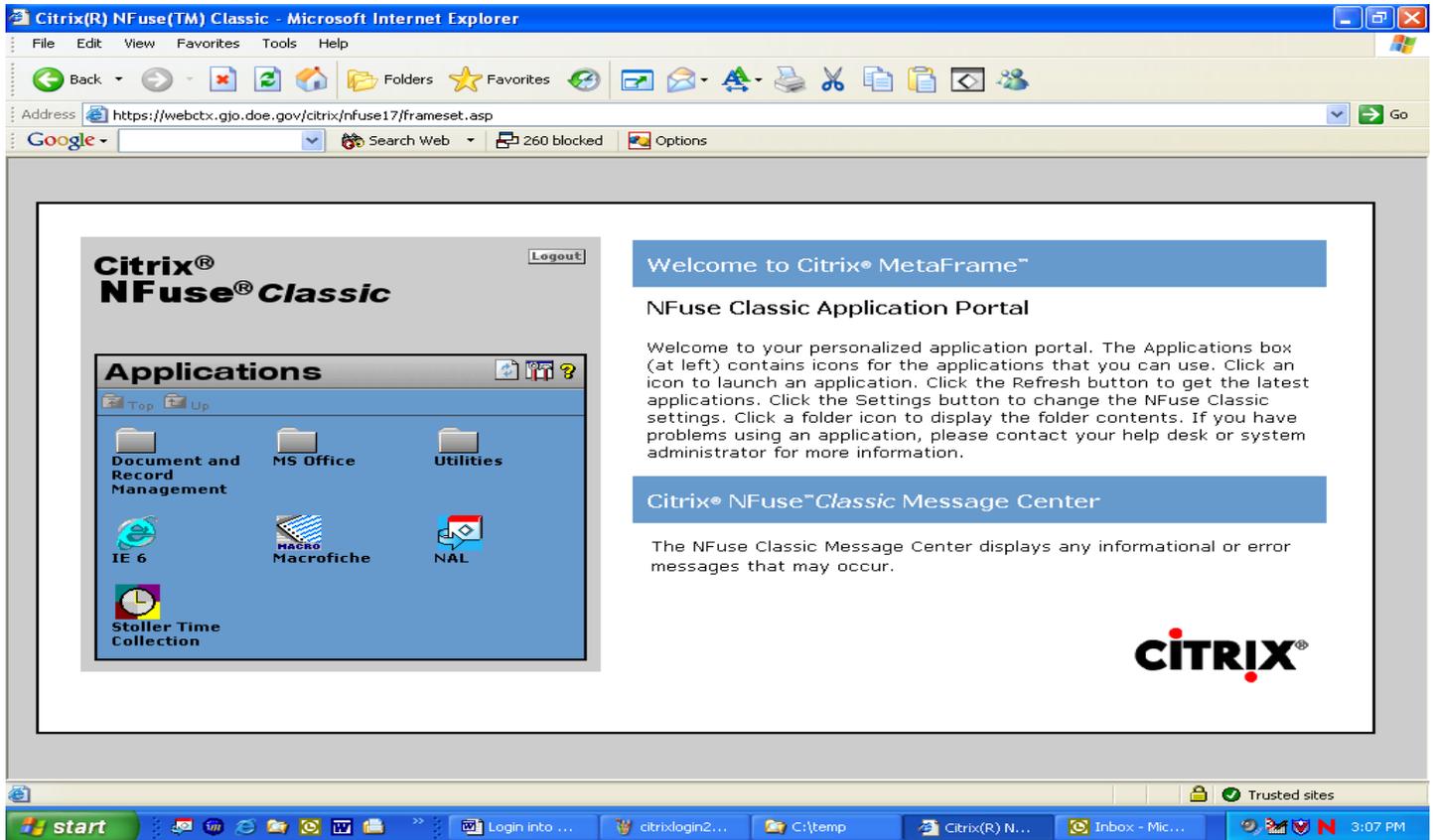


Once successfully logged into Citrix the following screen should appear.

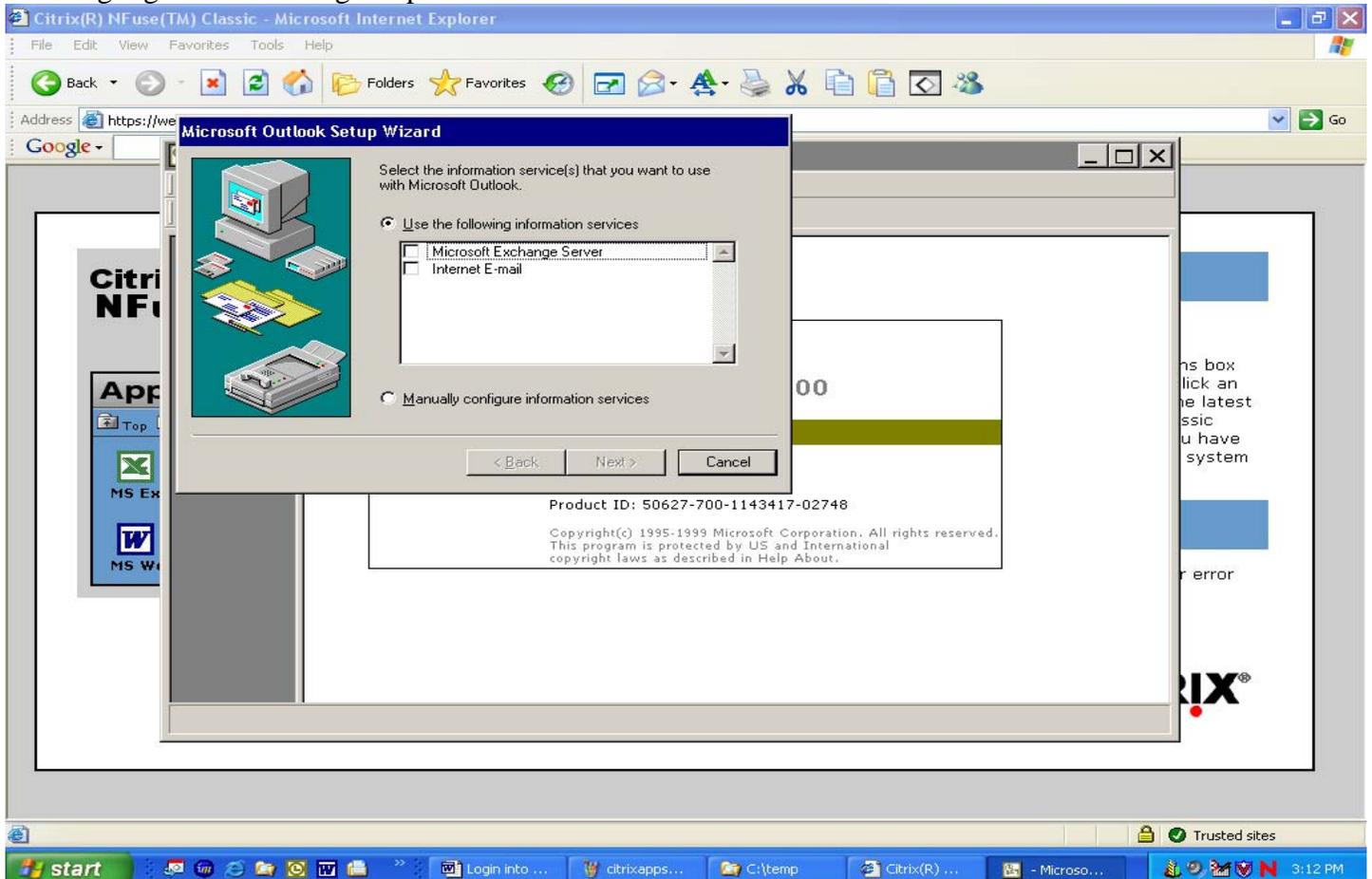


Running Outlook from Citrix

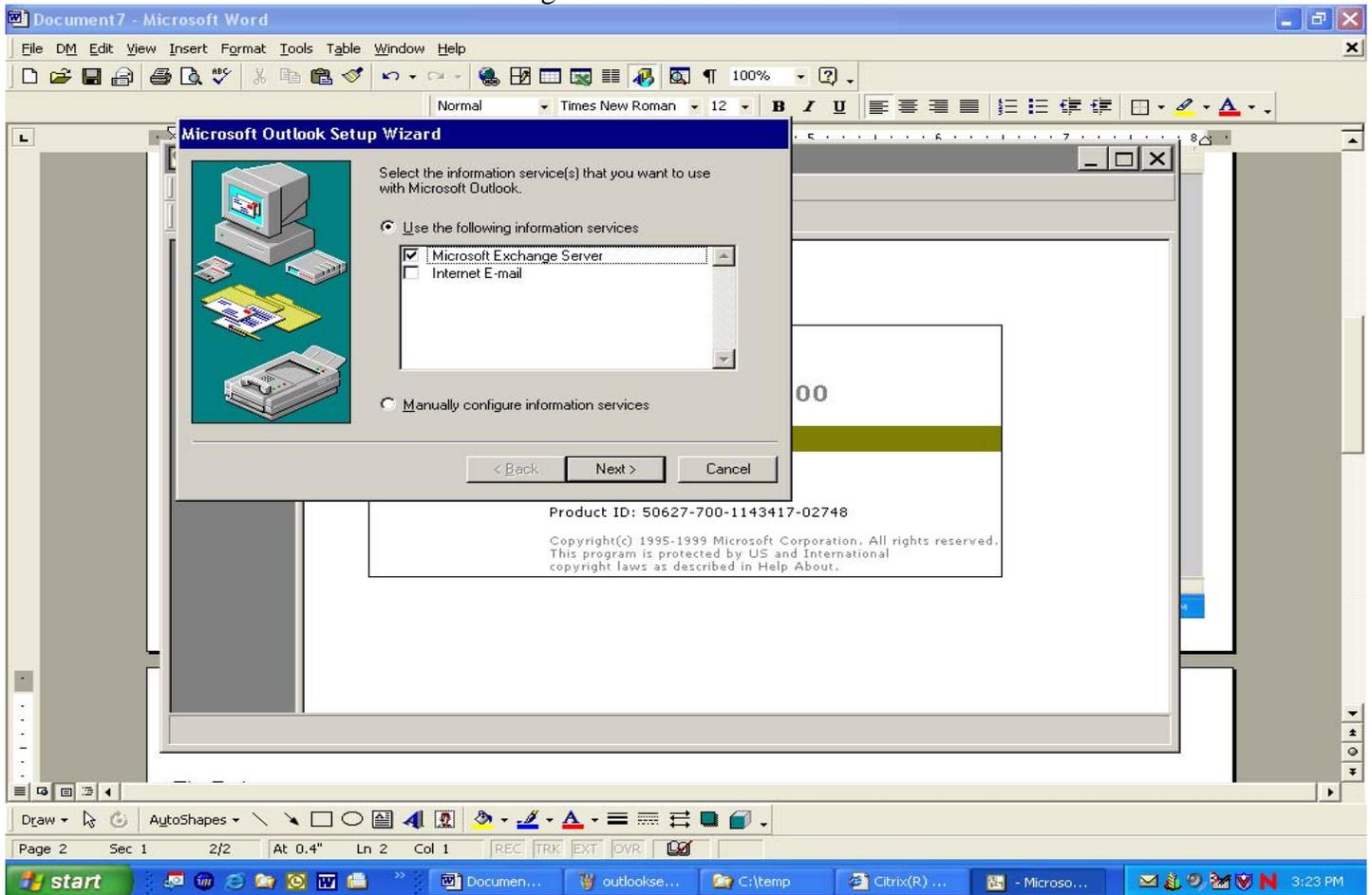
Click on the “MS Office Folder Icon”



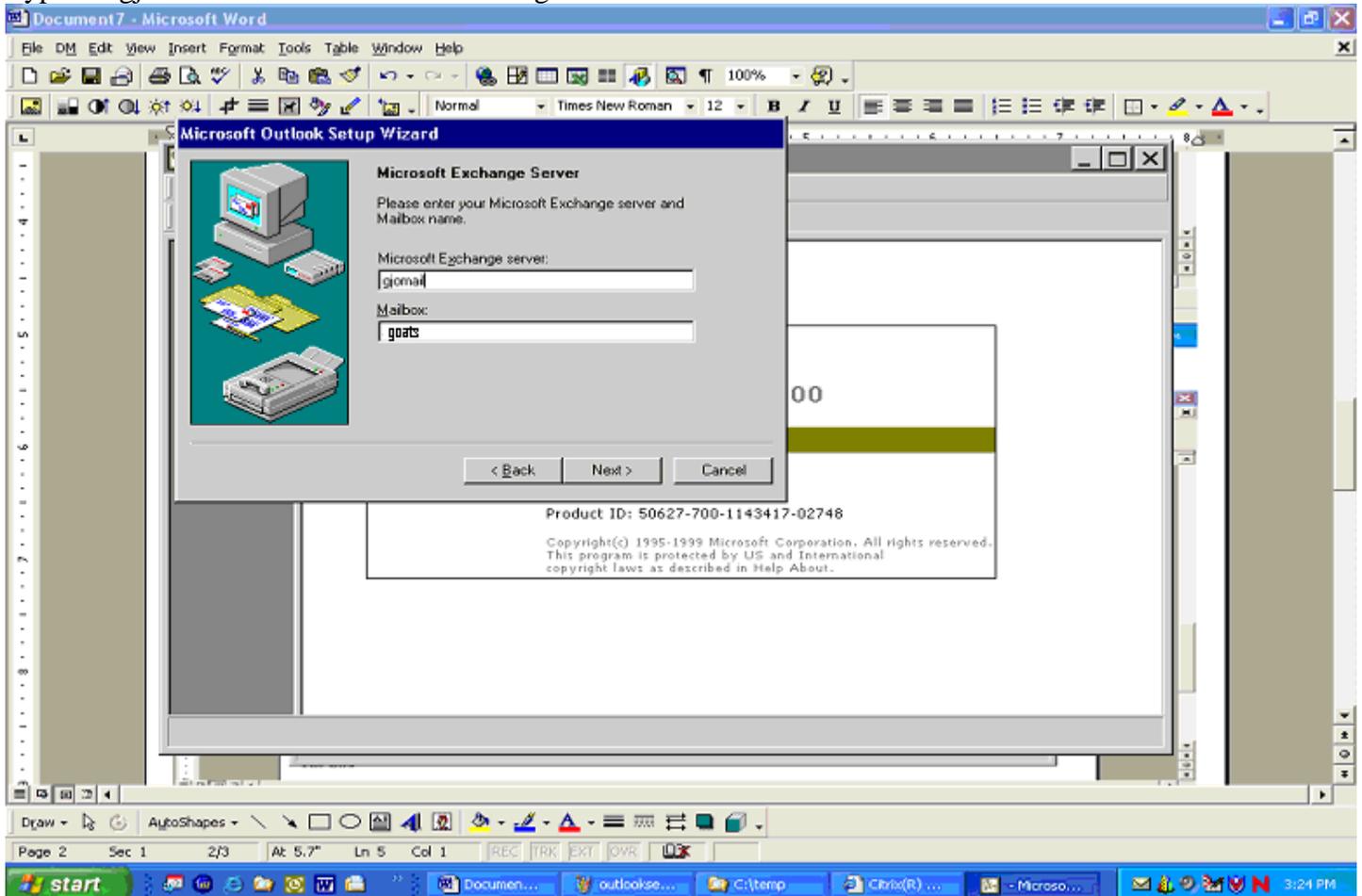
You might get the following setup screen for outlook.



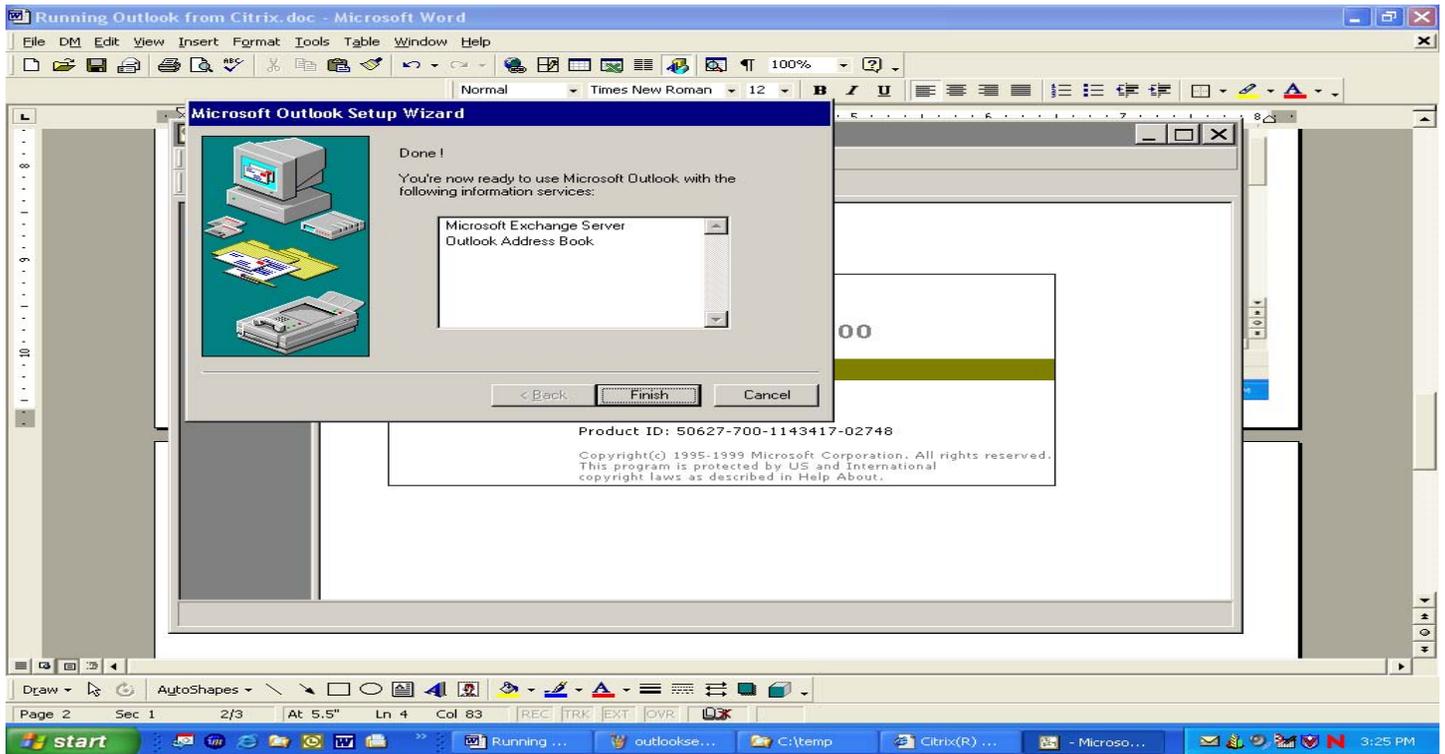
Place a check mark in the Microsoft Exchange Server checkbox. Then click the “Next” button.



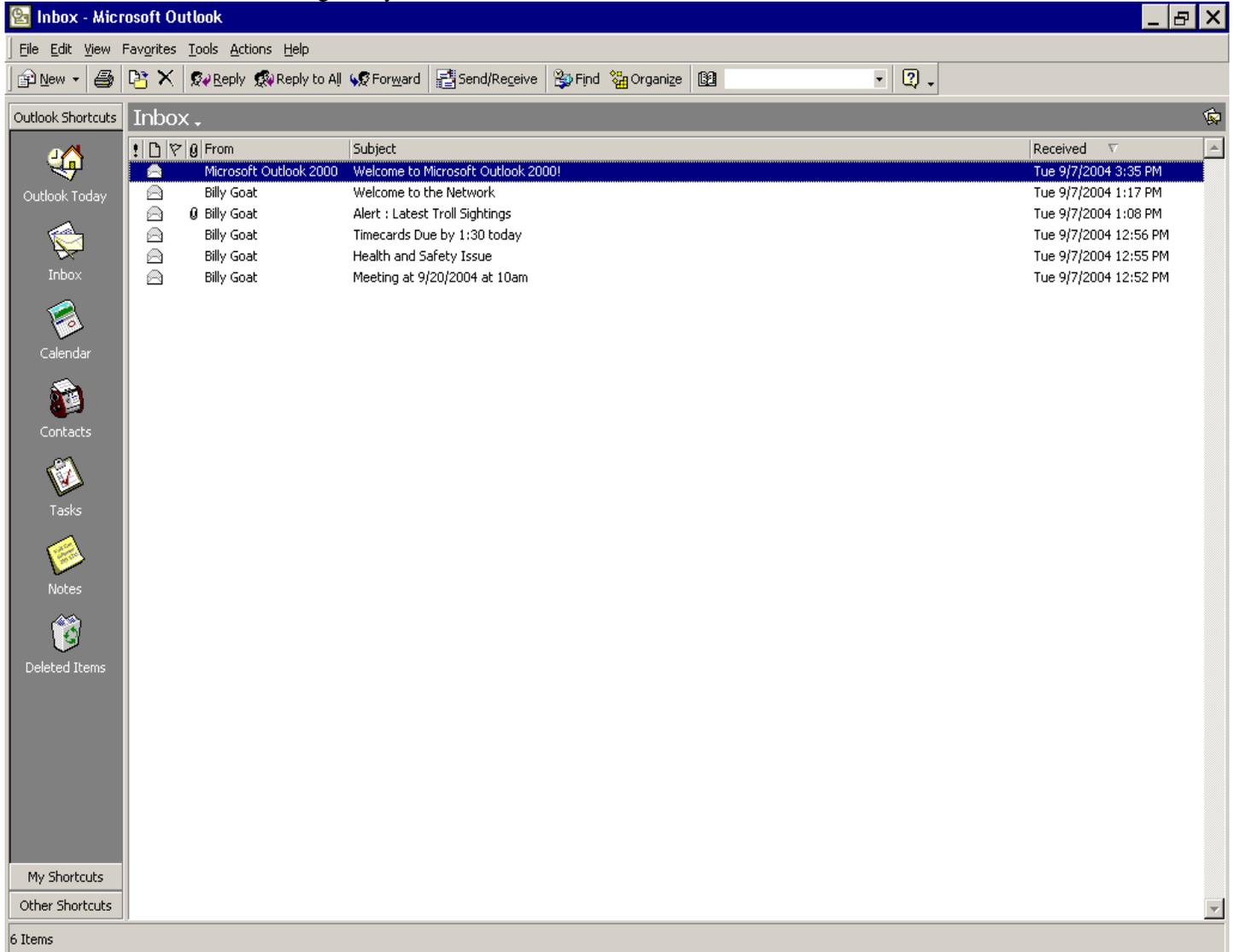
Type in “gjomail” for the Microsoft Exchange Server. Then click the “Next” button.



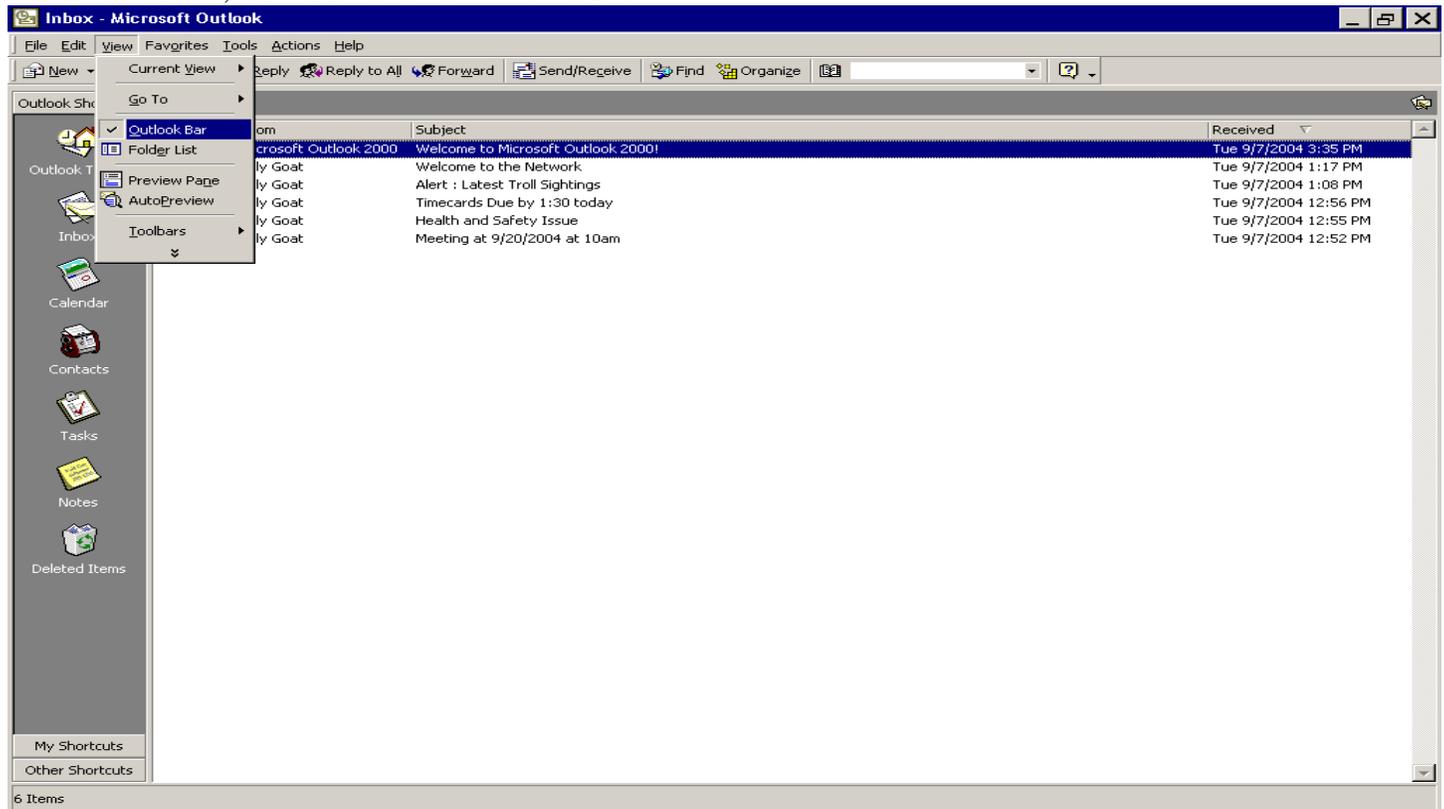
Click the "Finish" button



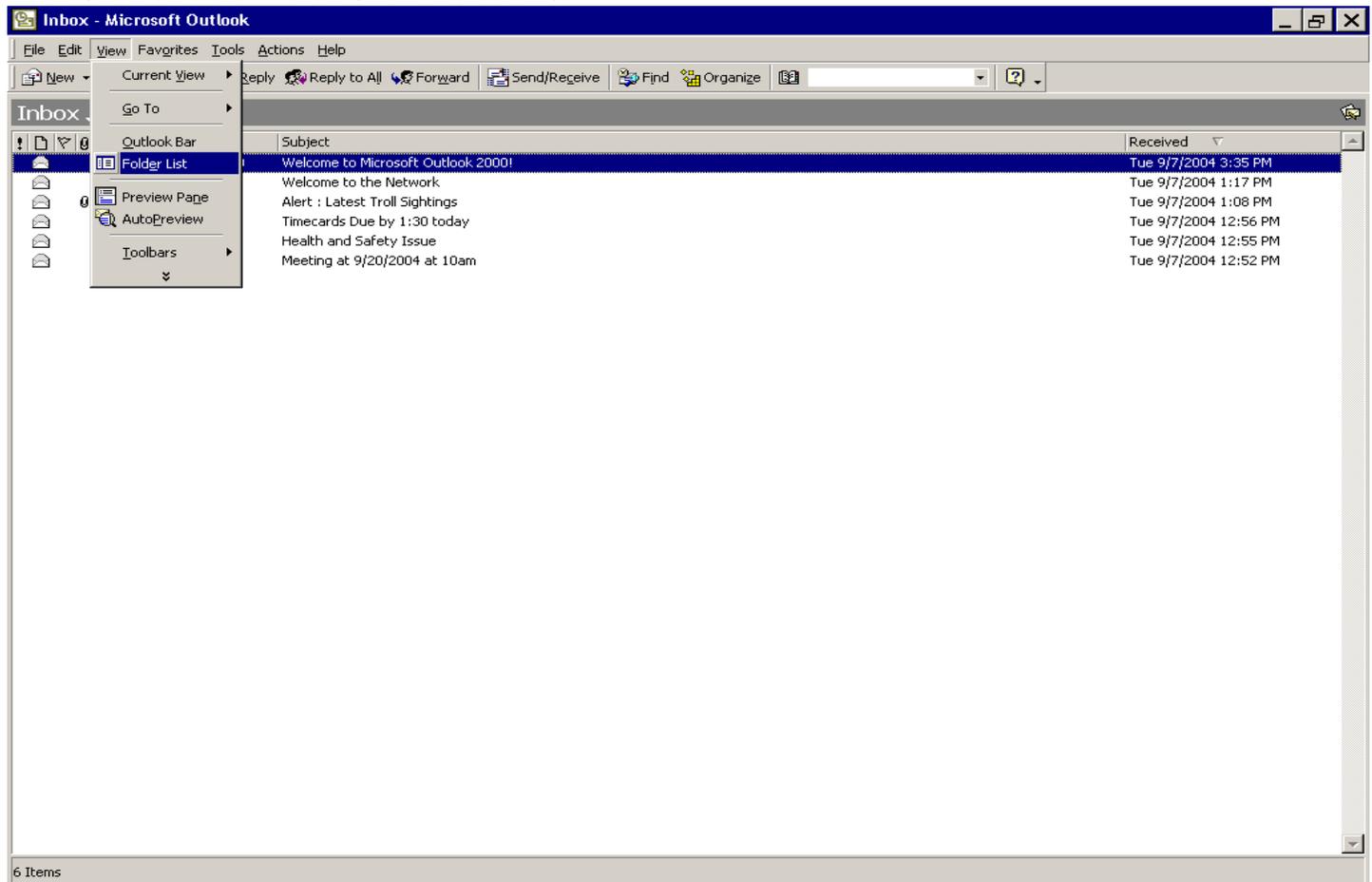
Outlook should finish loading and you should see the screen below.



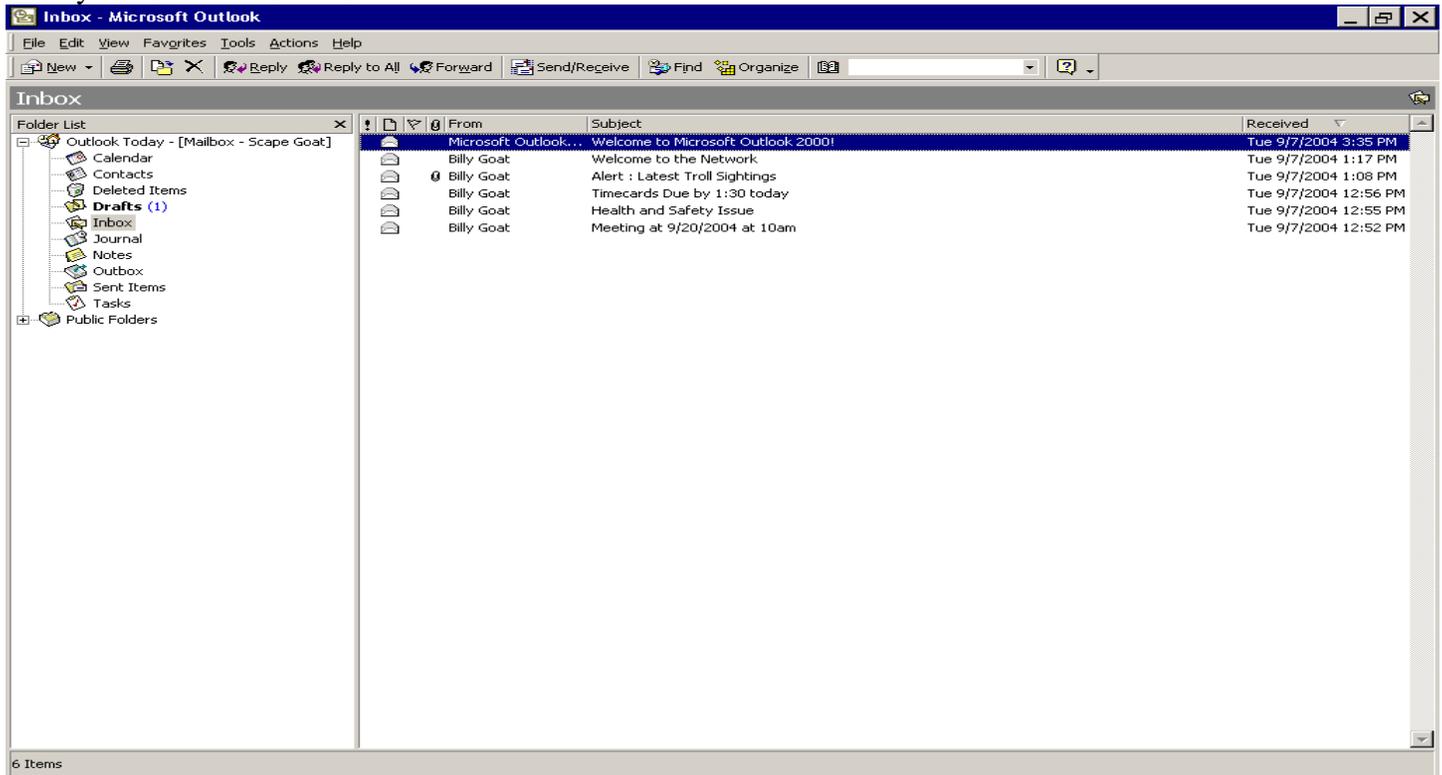
To display the folder view of Outlook, do the following.
Click on “View”, and then click on “Outlook Bar”



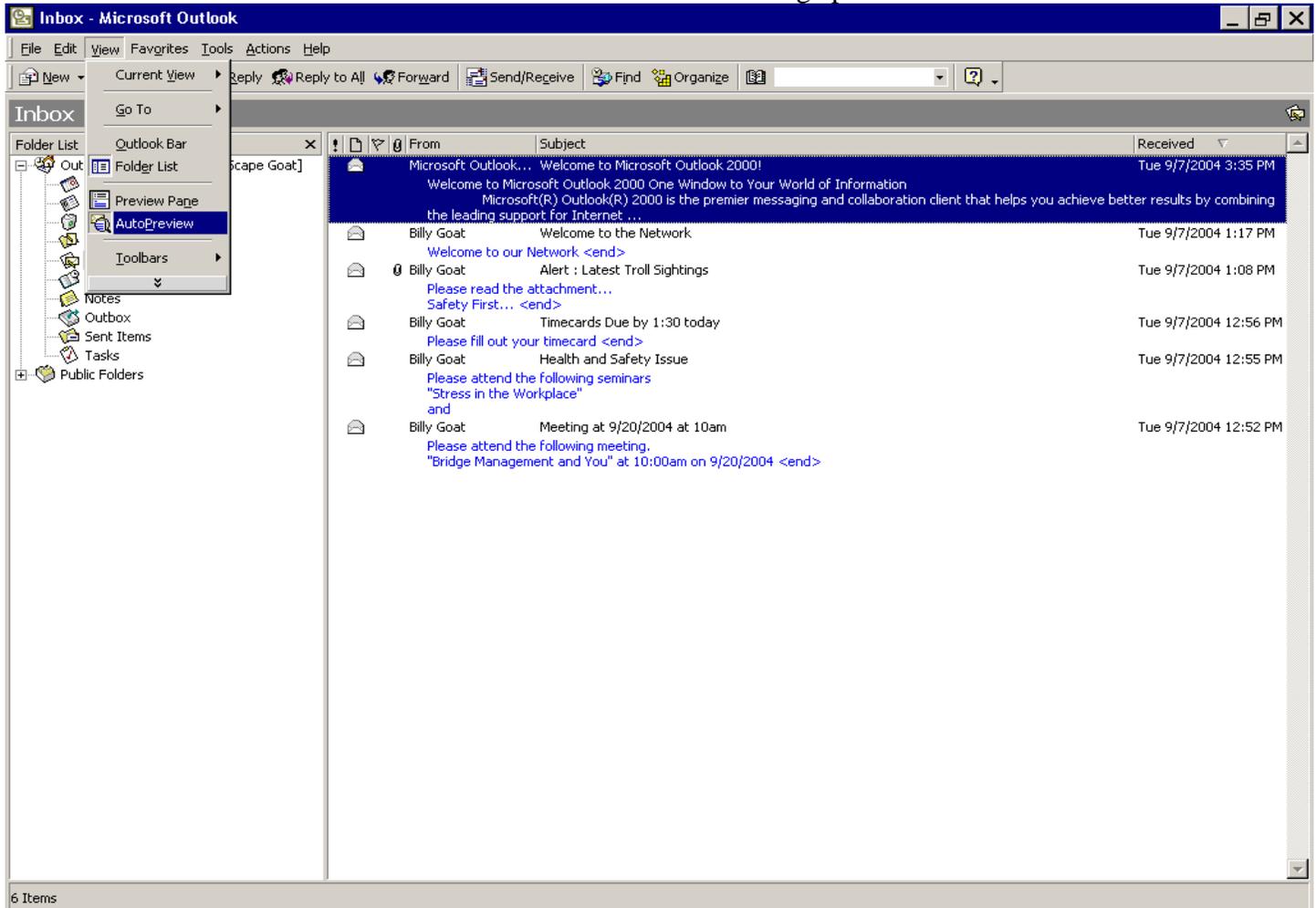
Then Click on “View” then Click “Folder List”



Now you have the standard view.



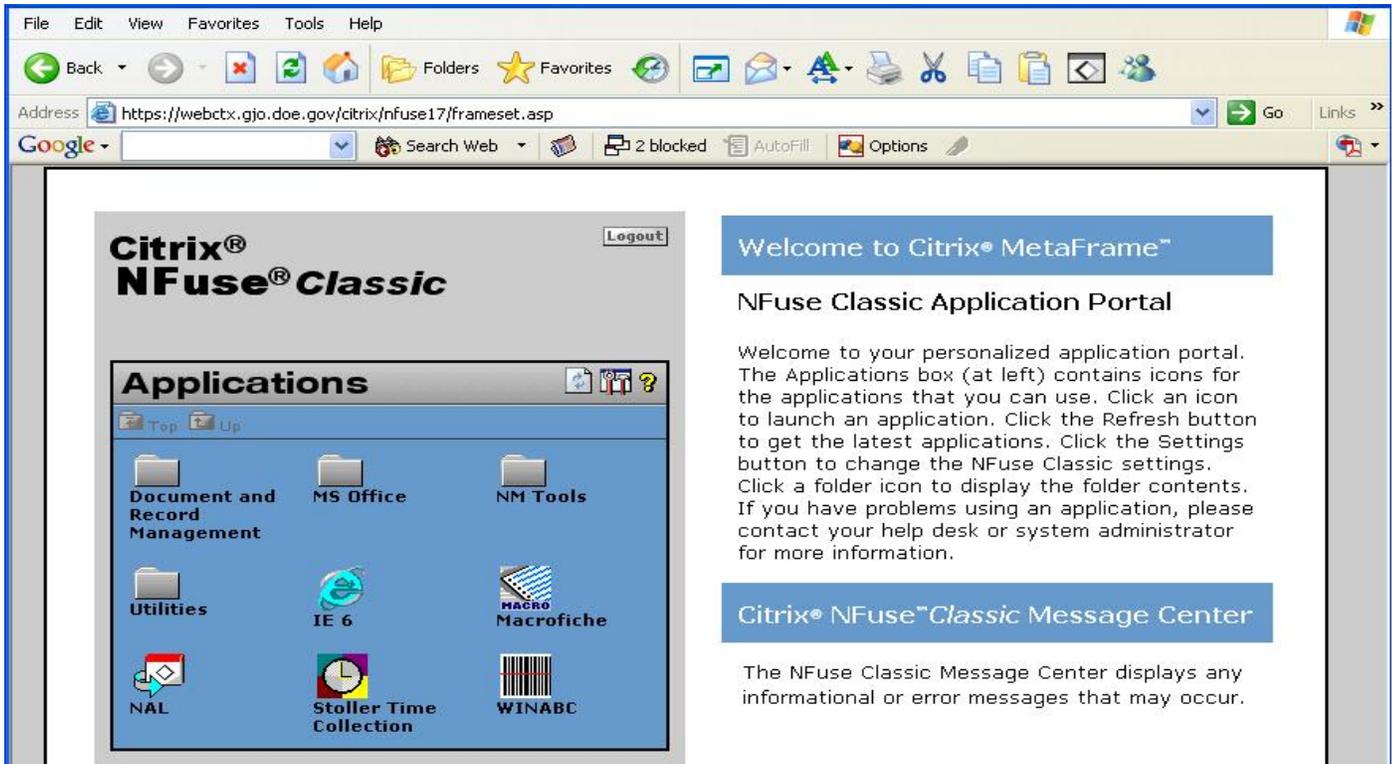
Click on "View" then Click "AutoPreview" to enable a small message preview.



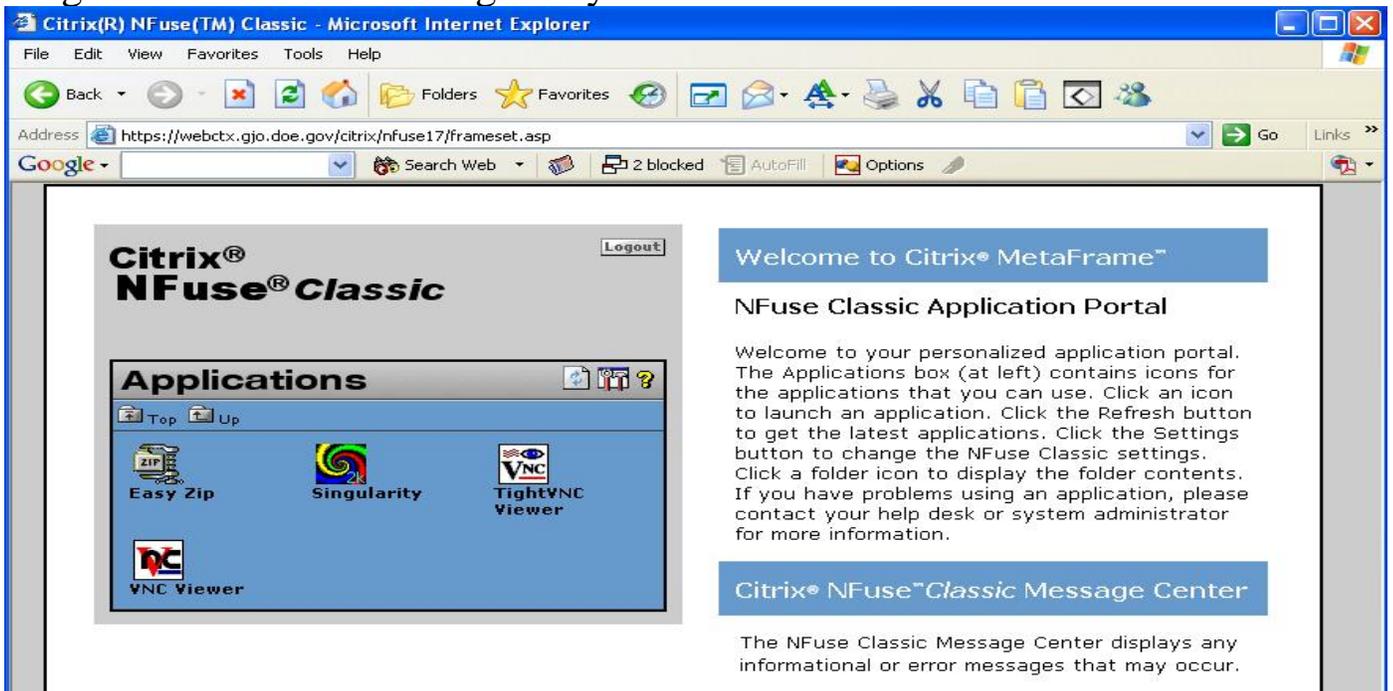
If you wish to further customize Outlook (e.g. accessing personal folders) you can call the Grand Junction site Helpdesk at 970-248-6123.

Using Singularity thru Citrix

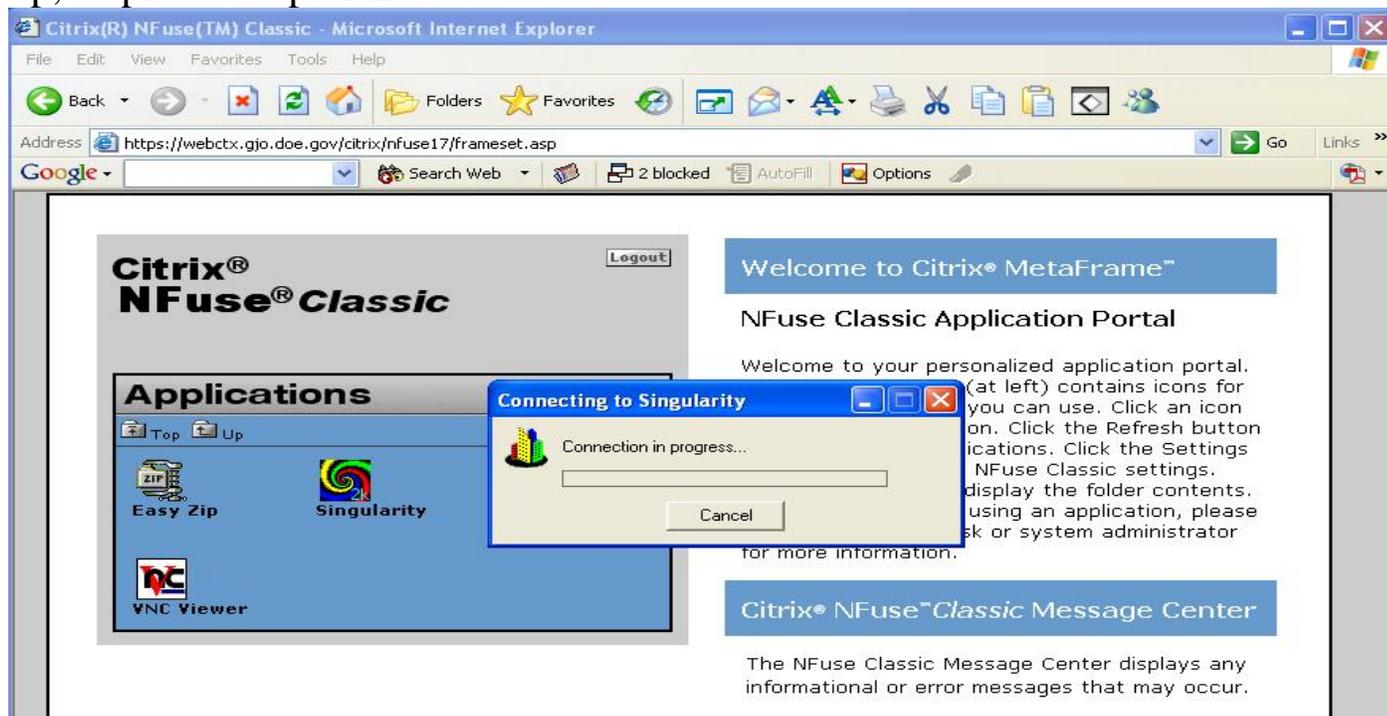
After logging into Citrix, you should see the “Applications Window”. Single left click on the “Utilities” folder.



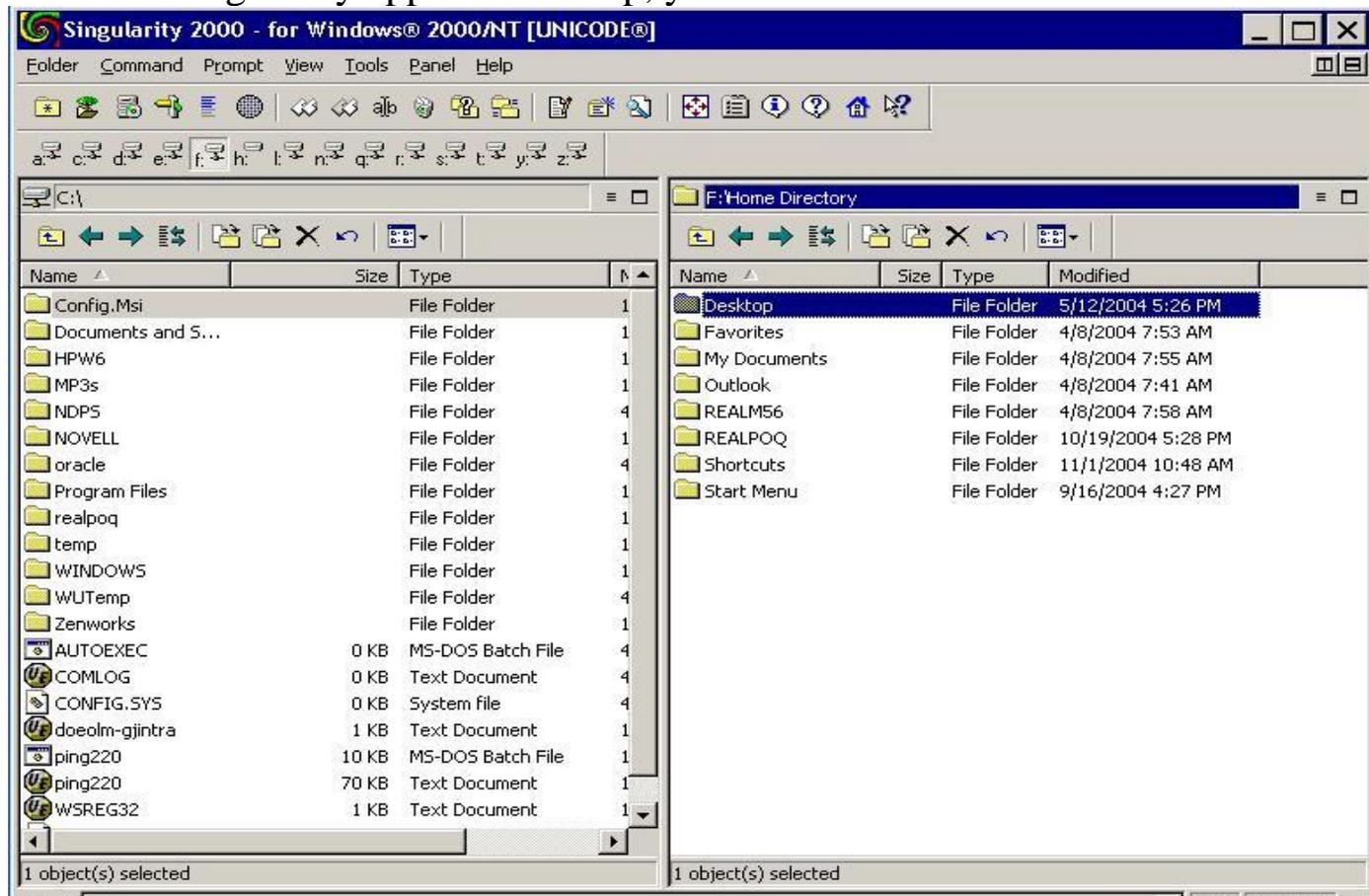
Single left click on the “Singularity” icon.



It can take a minute or two for the Singularity application to completely come up, so please be patient.

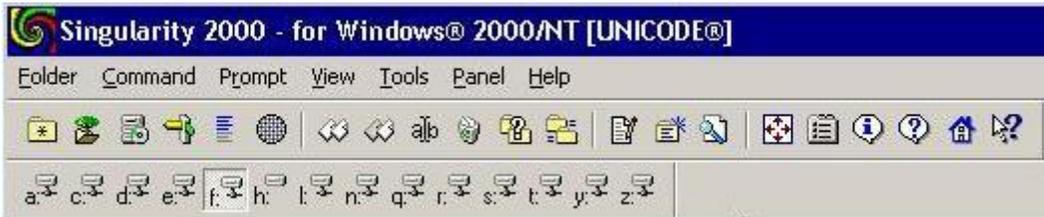


Once the Singularity application is up, you should see the screen below.

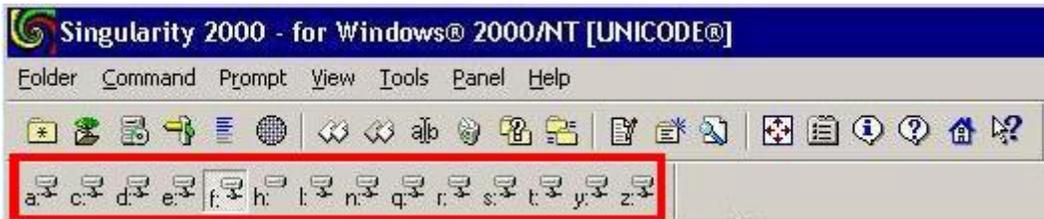


Some things to note about Singularity are:

The Menu Bar and Toolbars.



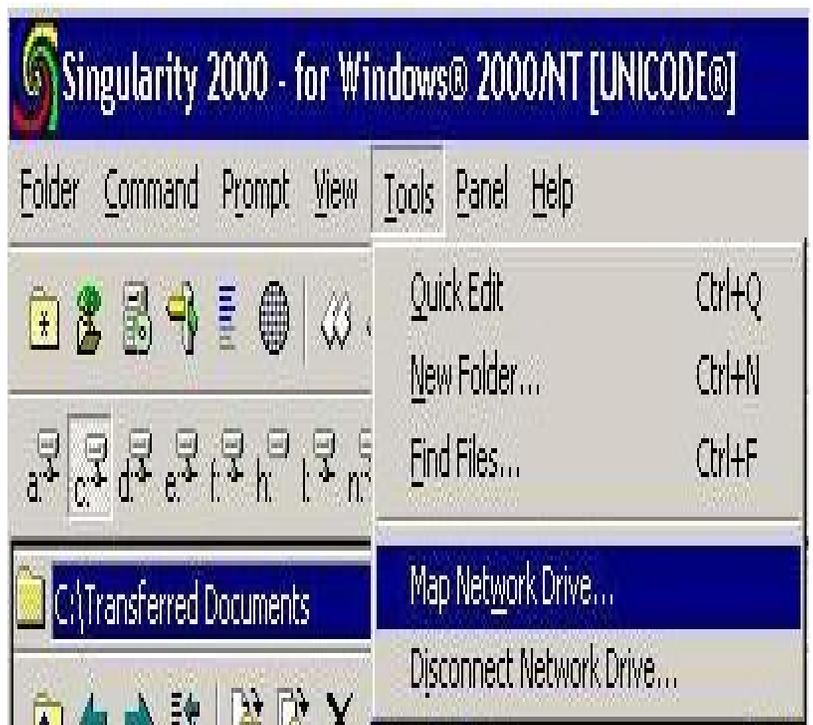
The “Drive Letters” toolbar.



The Command Menu

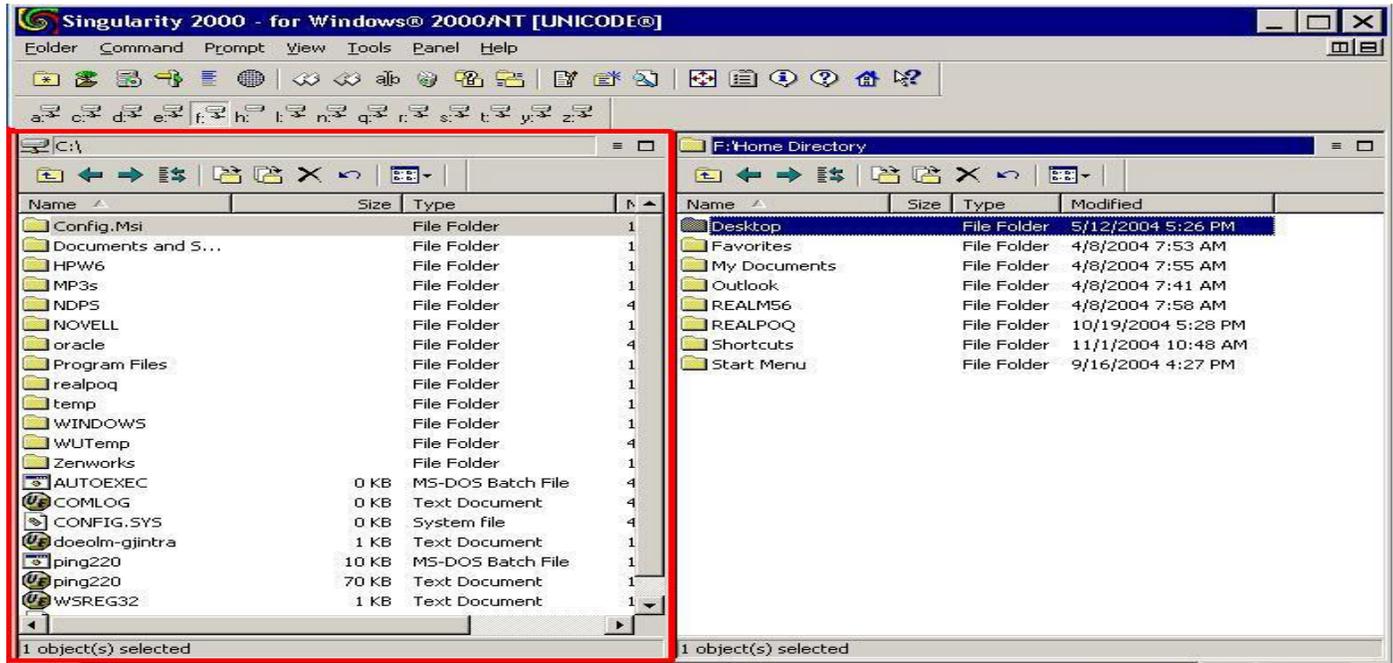


and Tools Menu

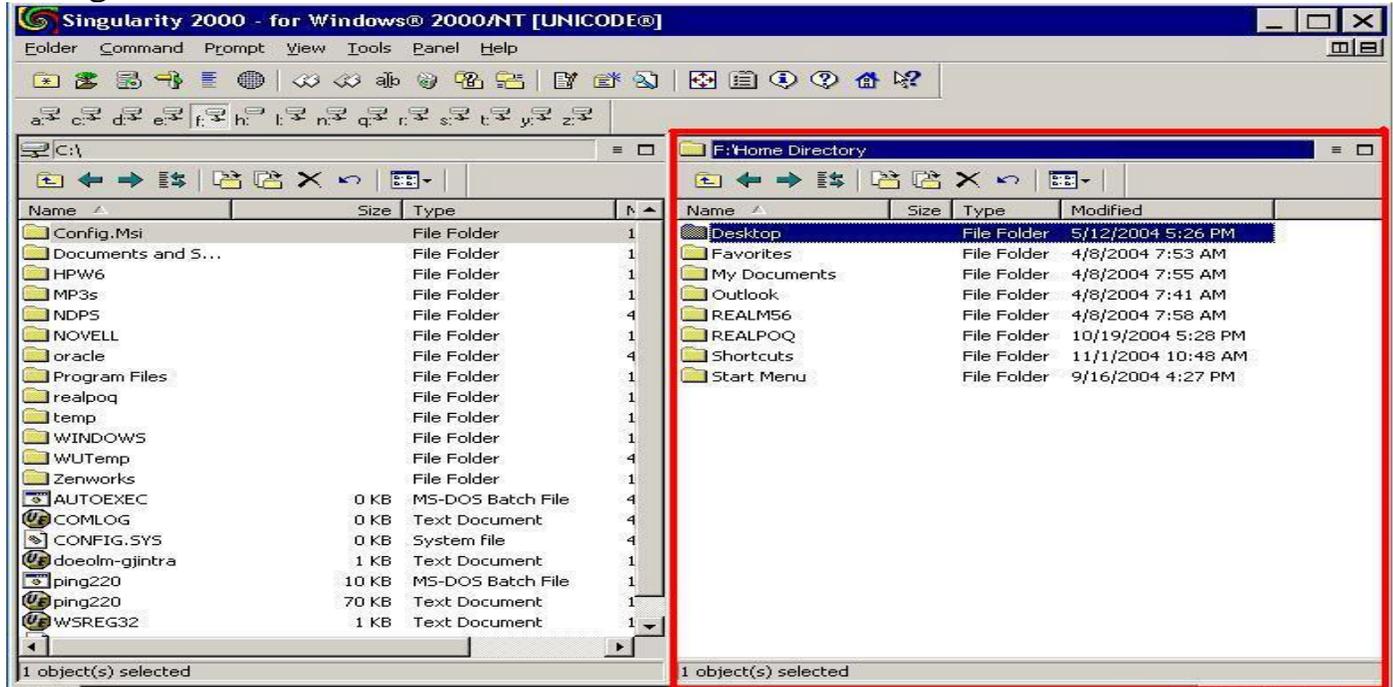


The Singularity Window is broken up into 2 panes.

A Left Pane:



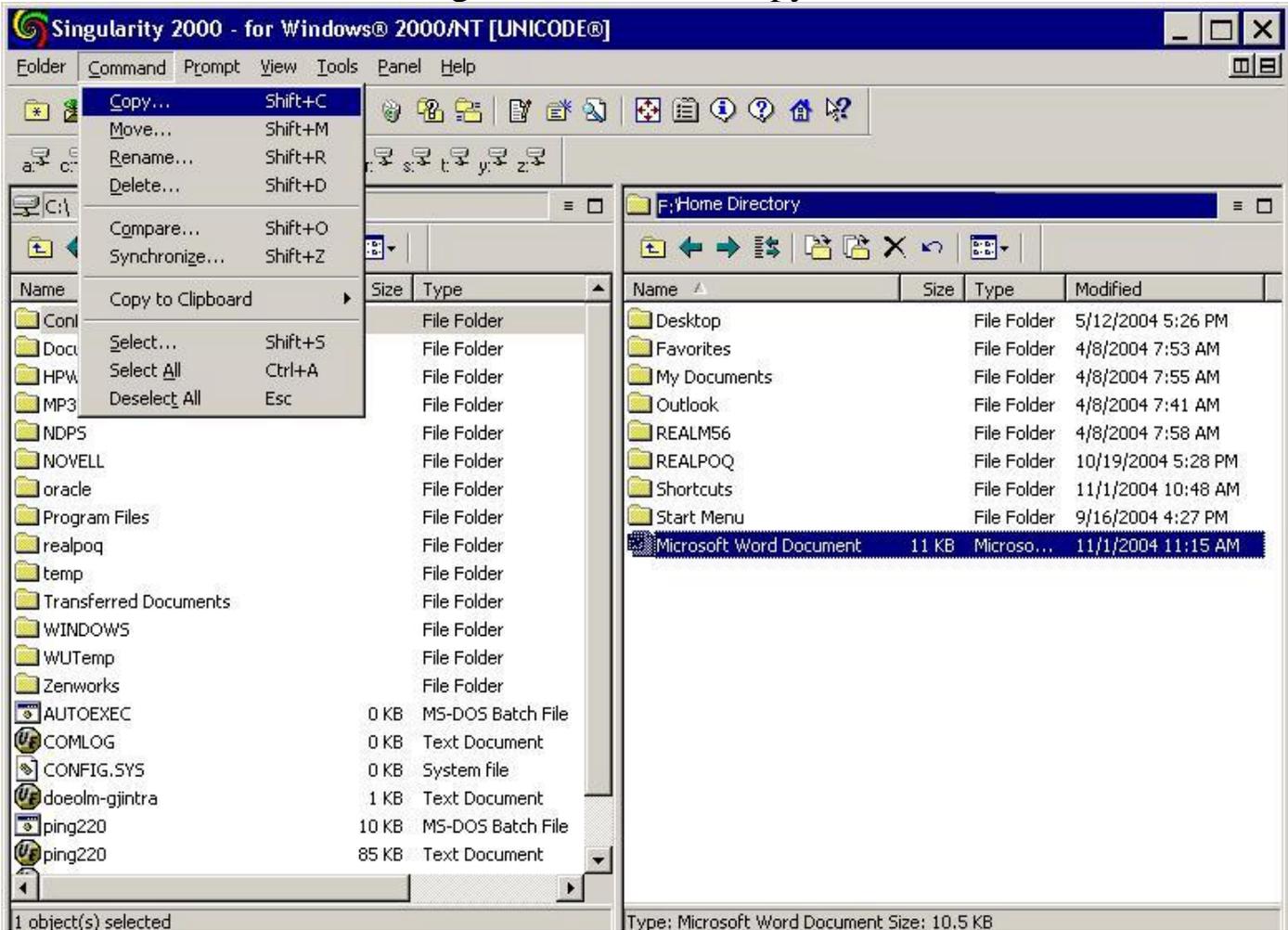
A Right Pane:



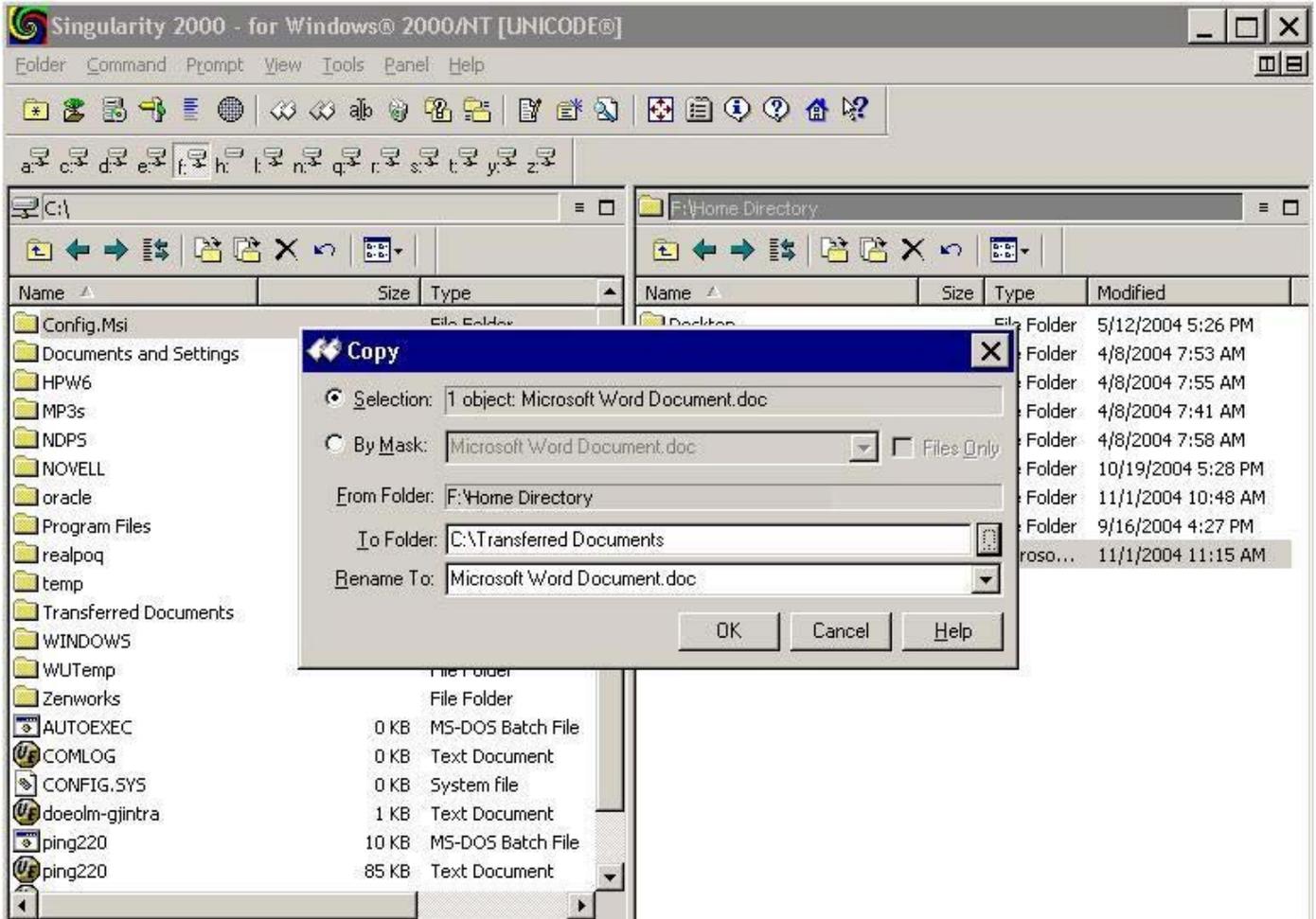
Either pane can be assigned to whatever drive letter you desire. Simply left click in the desired pane, then select the drive you want from the Drive Letter Toolbar. As you can see from the pictures above, I have selected the left pane to display the contents of my "C:" drive and the right pane to display the contents of my "F:" drive.

Copying a file to your local computer from the network.

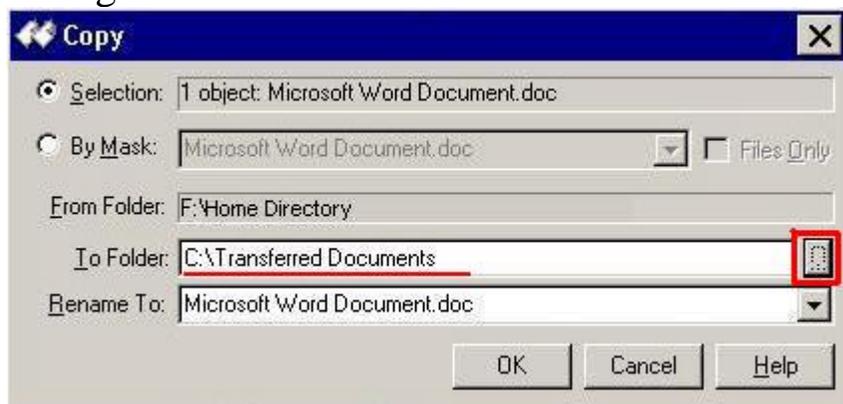
Select the folder/file/files that you want to copy. Then single left click on the “Command” menu item. Single left click on “Copy”



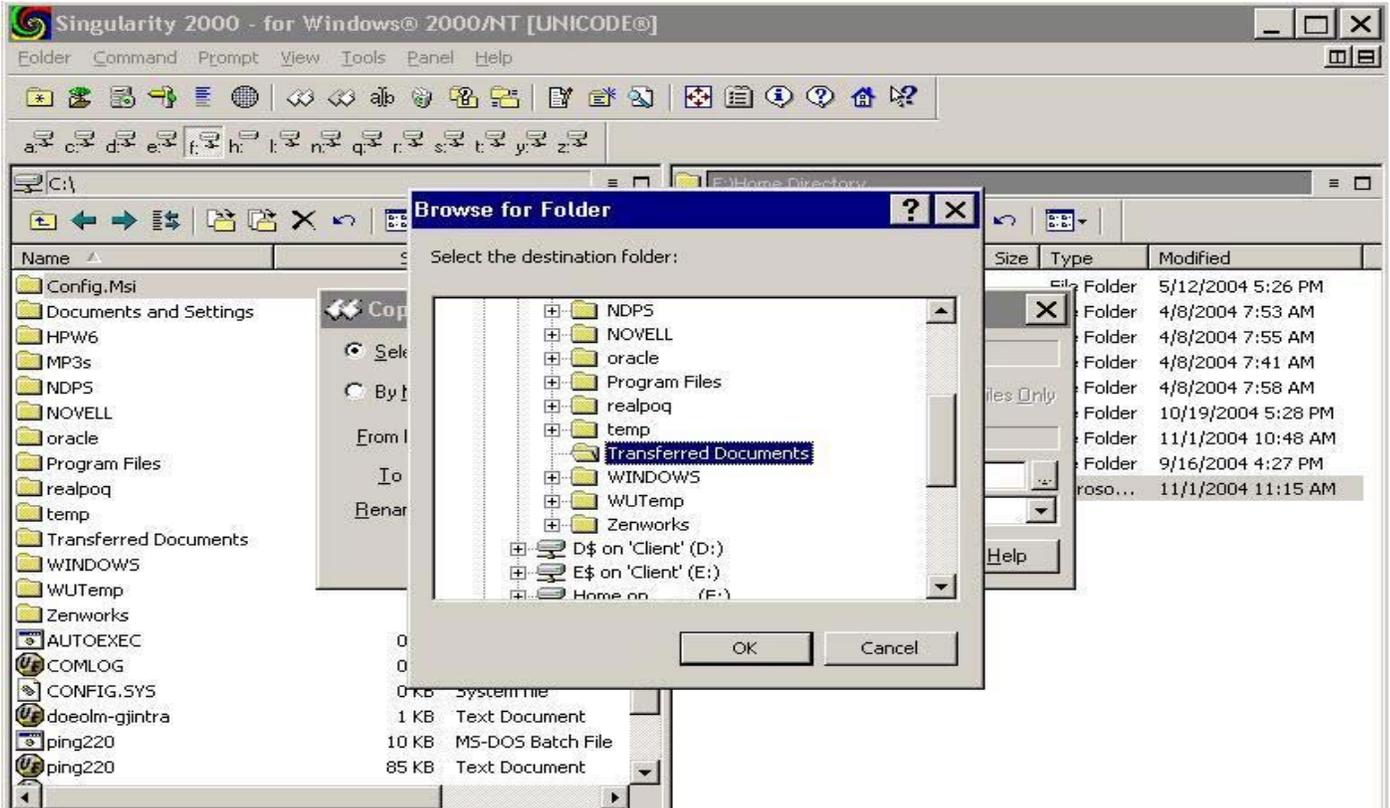
The “Copy” box will show you the file you have selected, as well as the source (From Folder) and destination (To Folder) locations and the destination filename (Rename To).



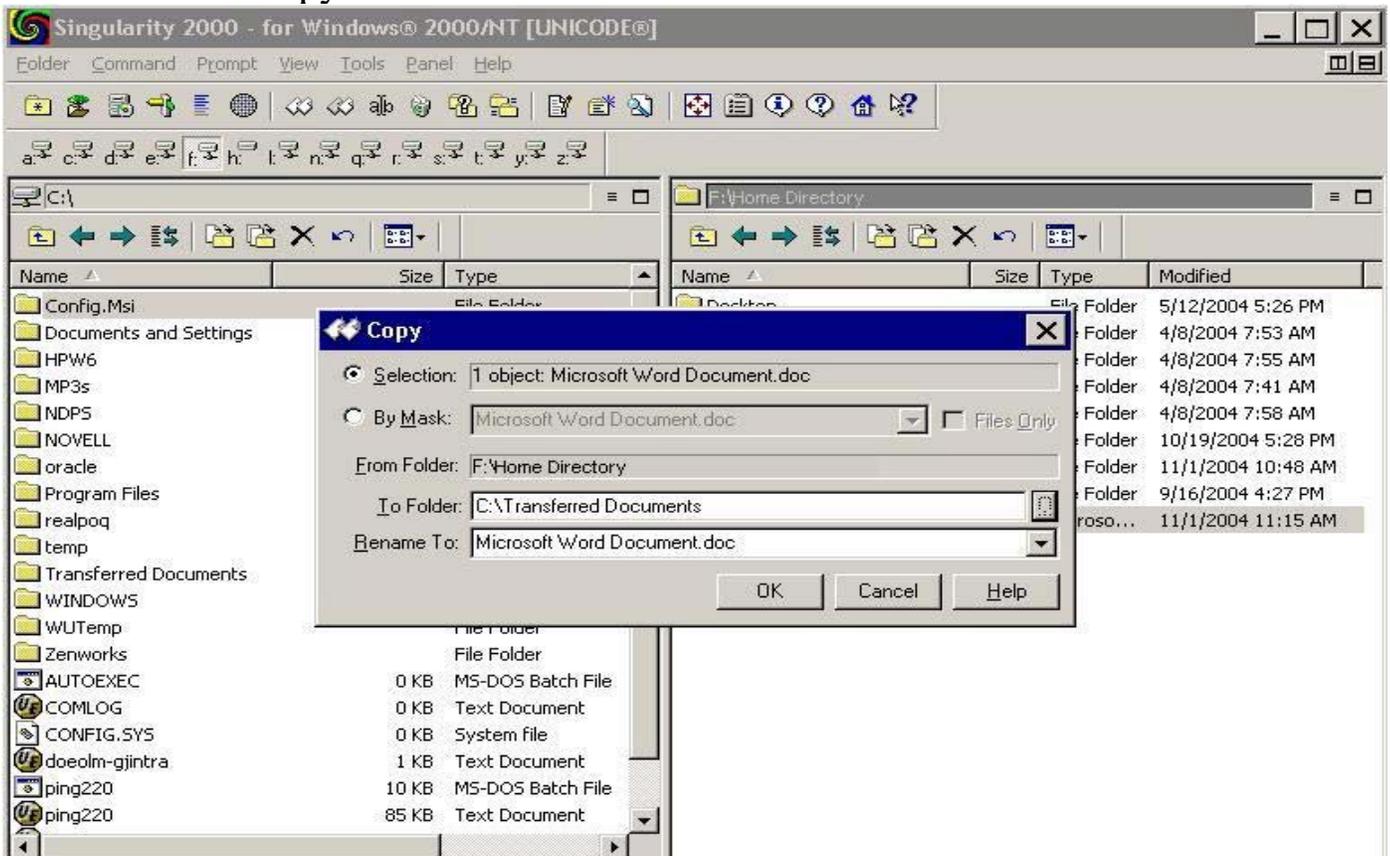
To change the destination location single left click the browse button located to the right of the “To Folder” edit box.



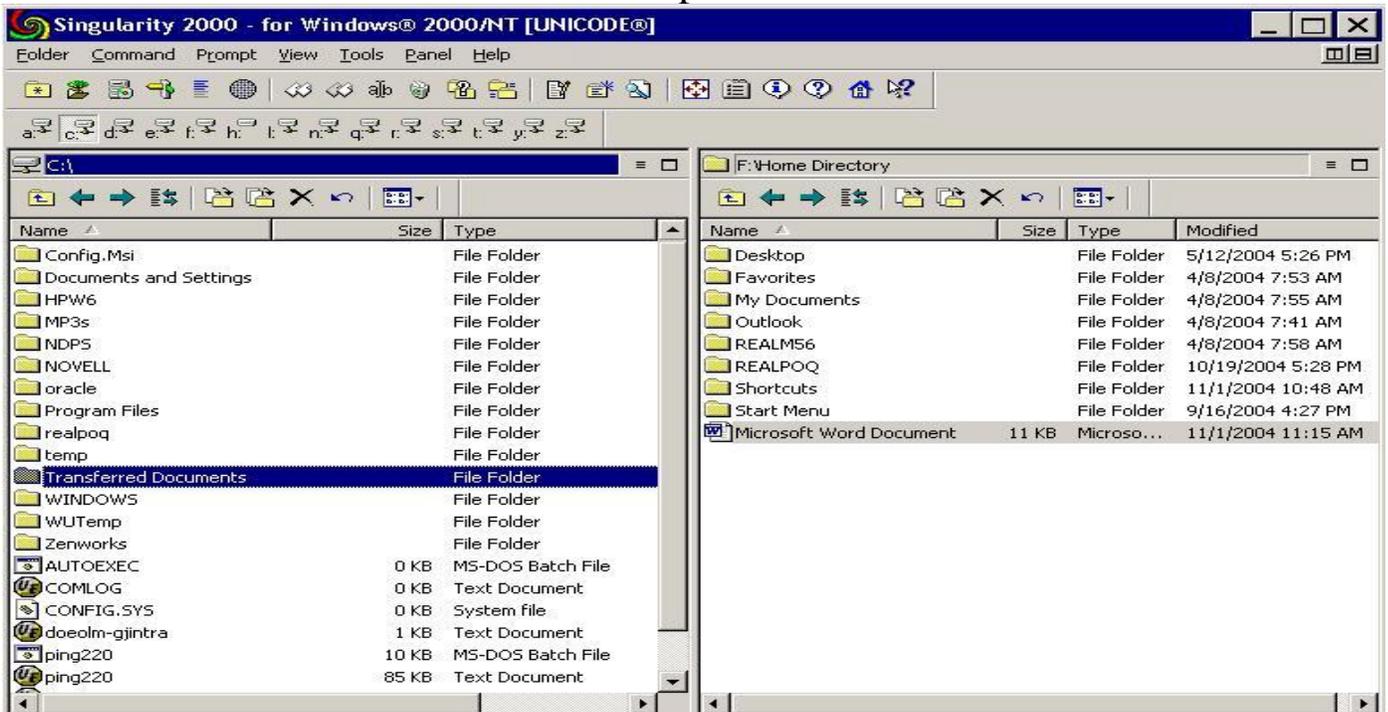
Browse to the desired destination folder or drive and click “OK”



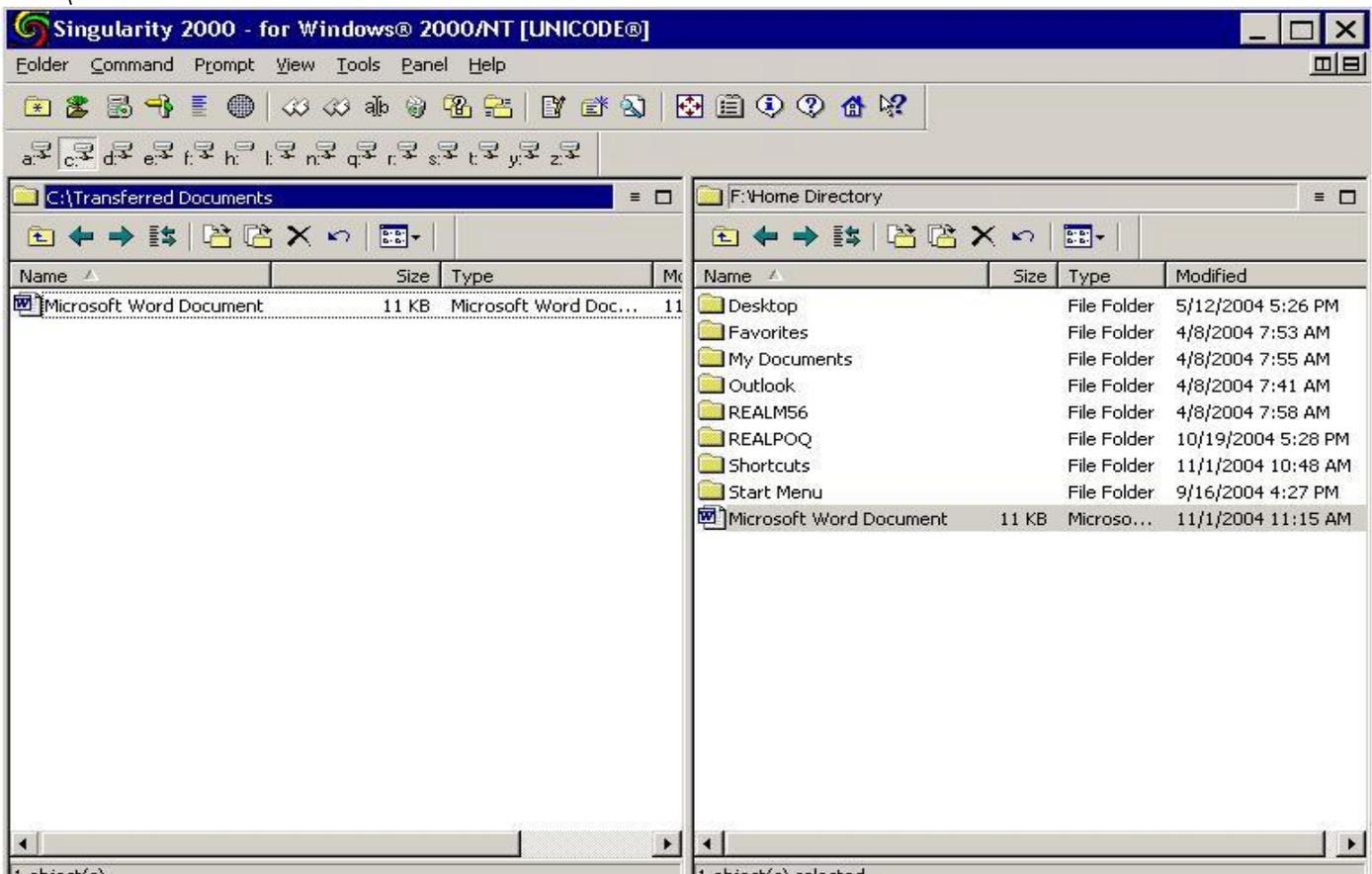
Click “OK” to copy the file to the destination.



You can verify the file has been copied by browsing to the destination location. In this case “Transferred Document”. Open the “Transferred Document” folder.



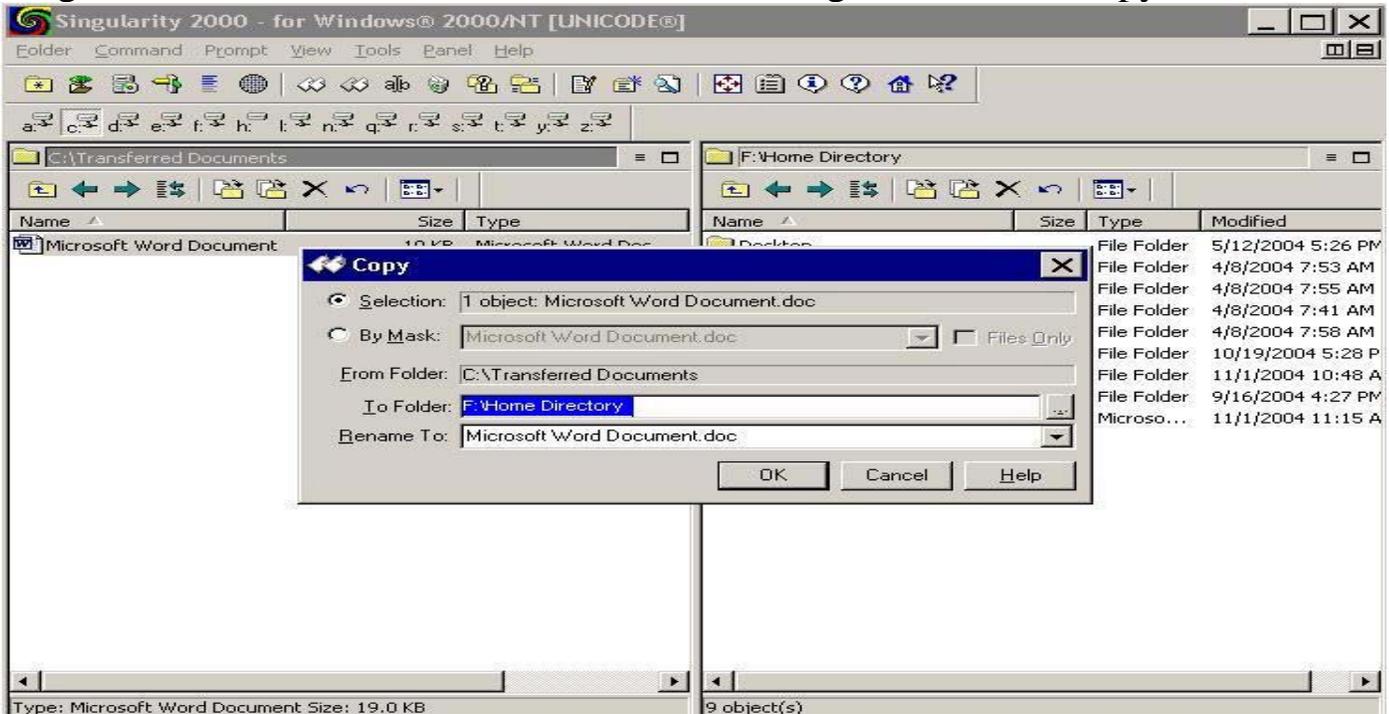
You can see the file has been copied from the network drive “F:” to the “C:\Transferred Documents” folder.



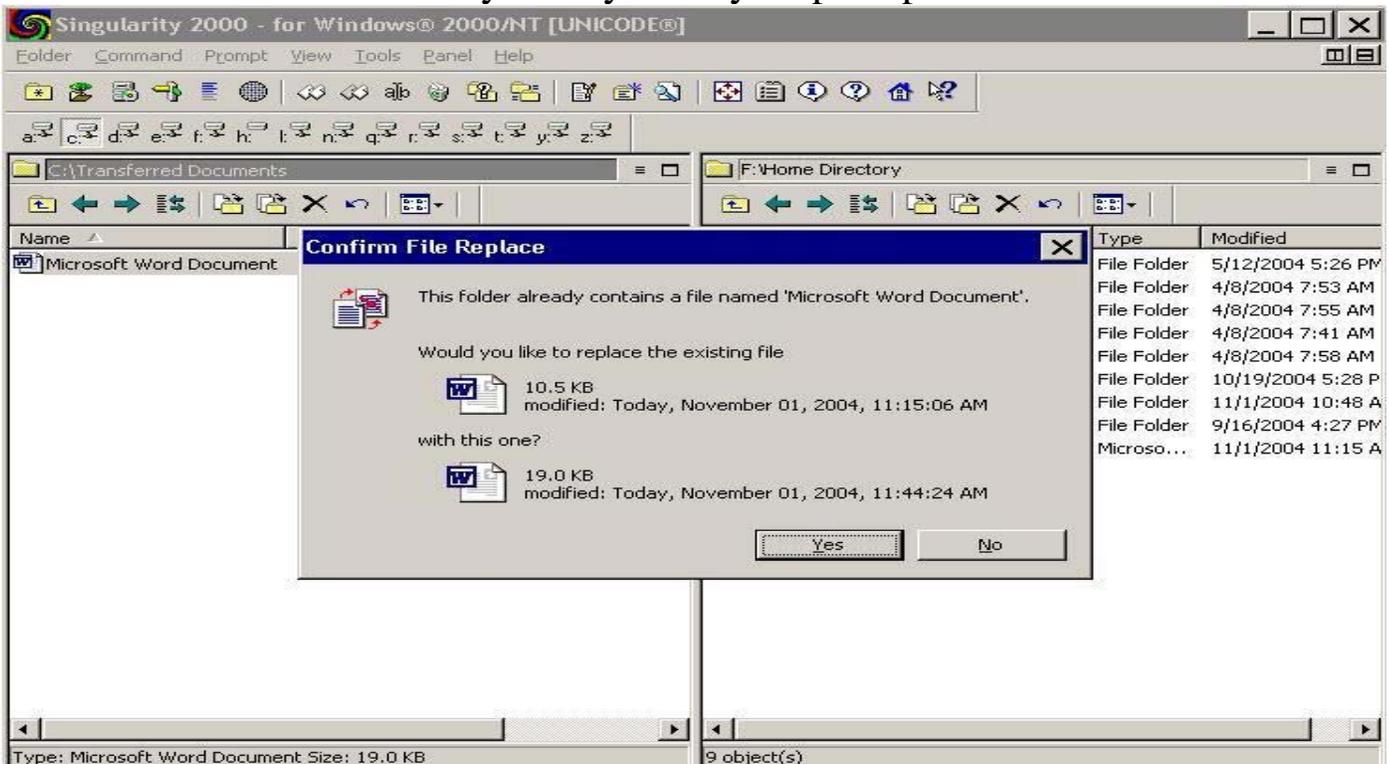
Copying a file from local computer to the network.

This procedure is exactly the same as copying from the network, except that the source and destination locations are reversed (in this example).

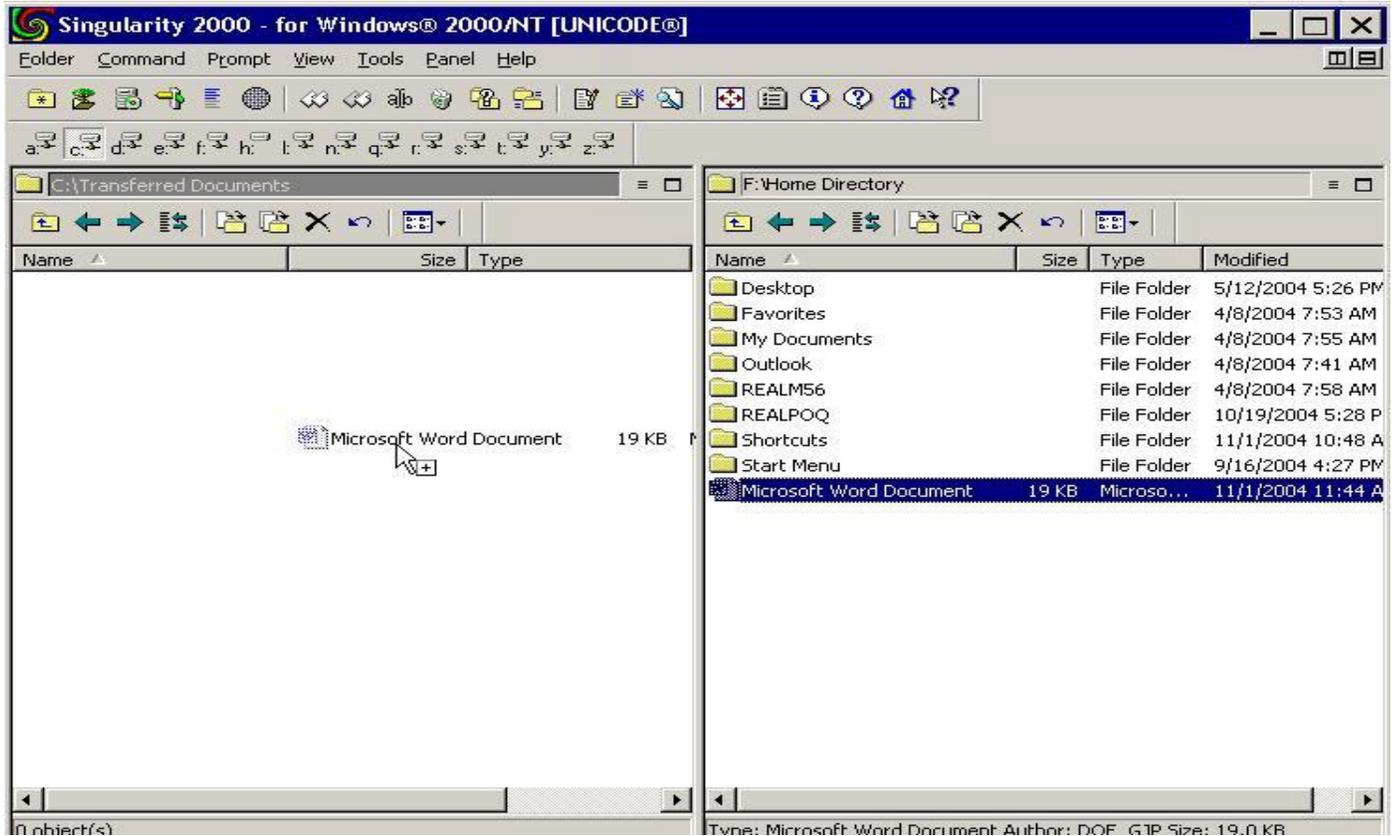
Single left click the “Command” menu item. Single left click “Copy”.



If you are copying a file back up to the network destination that has the same filename as a file that already exist you may be prompted to overwrite the file.

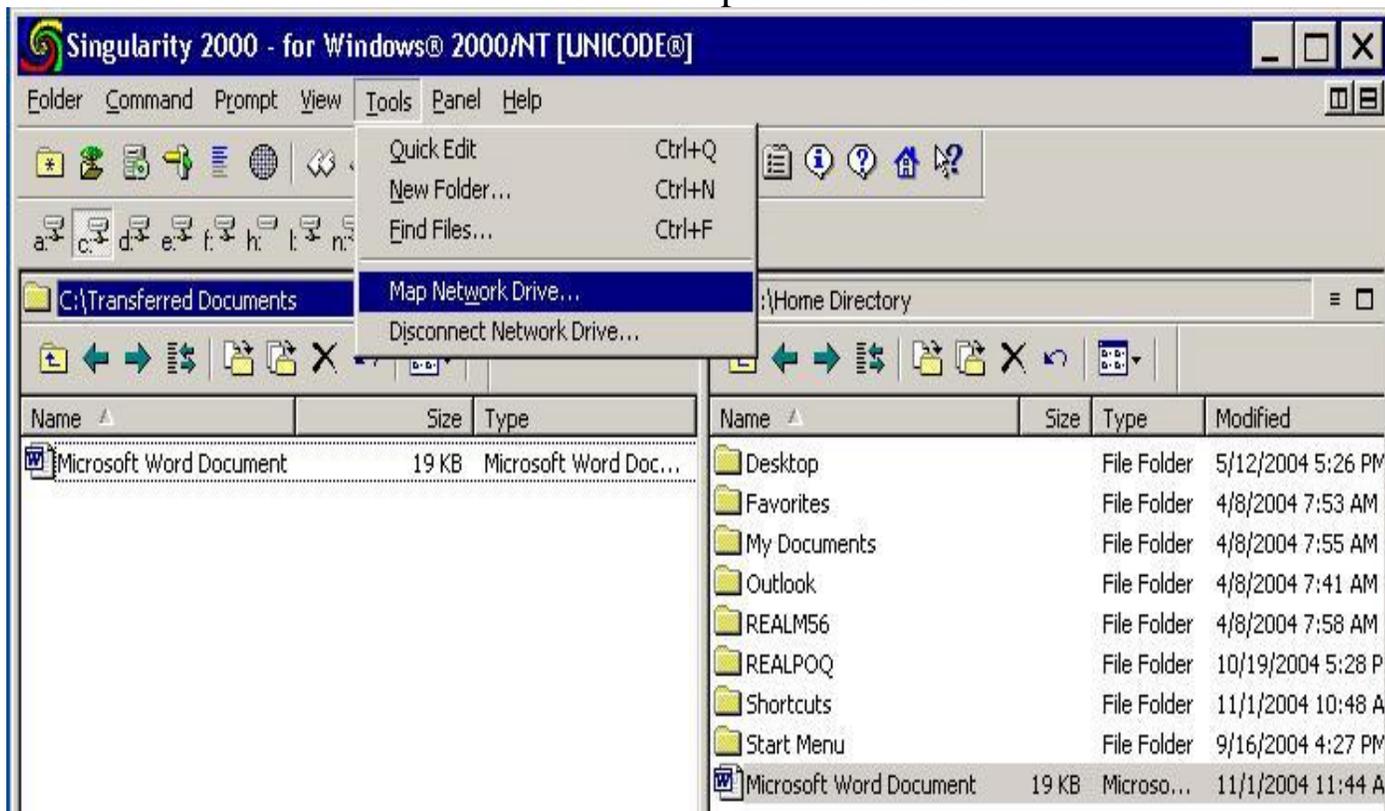


Another method of copying files between your machine and the network is to simply “Drag and Drop”. Simply left click and hold the button down on the file you want to transfer and drag it to the desired pane and release the mouse button. Use caution; if you drag a file/folder onto another folder it will place it within that folder.

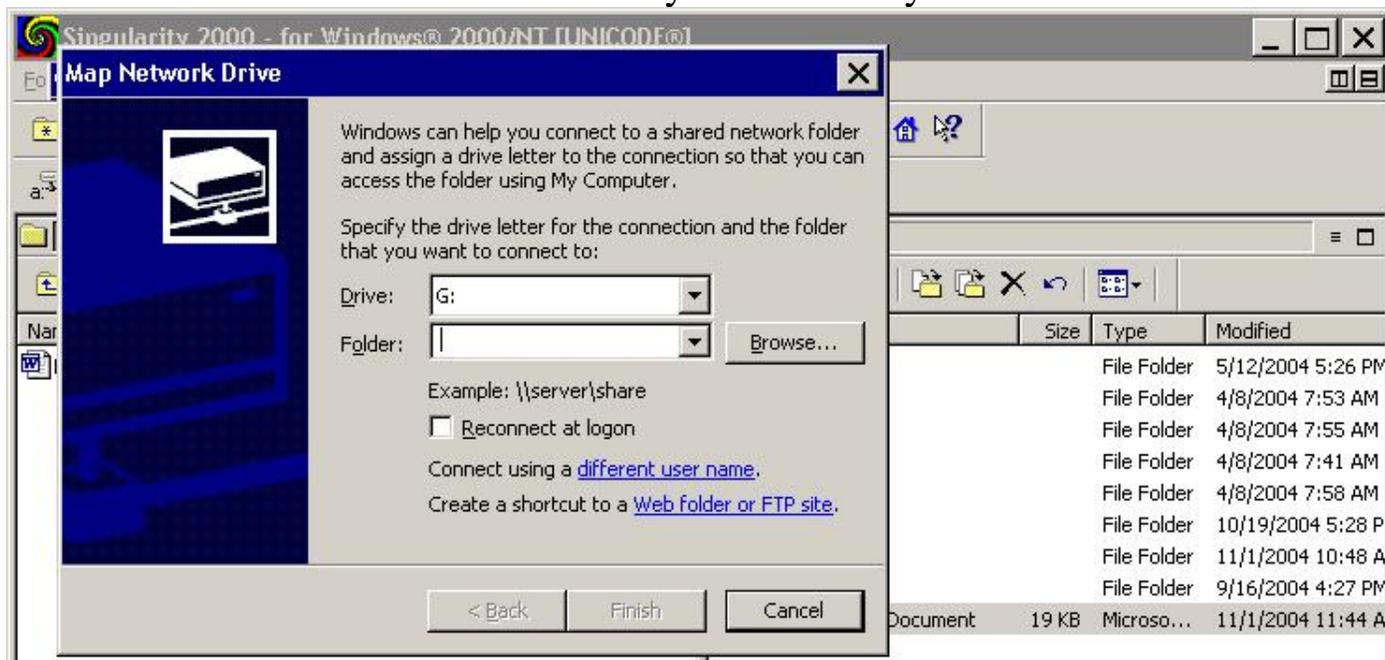


Mapping a drive in Singularity.

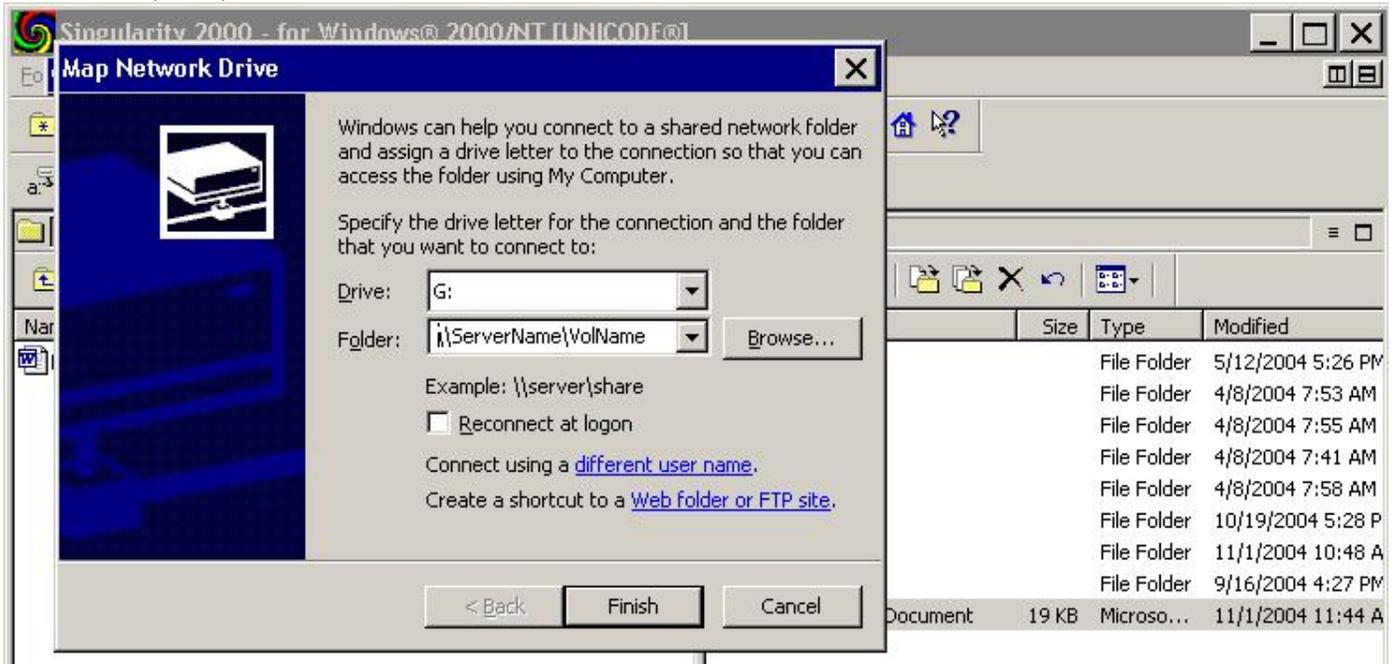
Select the “Tools” menu item. Select “Map Network Drive”.



The first available drive letter is already selected for you.



Type in or browse to the network resource you wish to map to. If you need help figuring out what network resource you need to map to please call the GJO Help Desk at (970)-248-6123.



Logging into Web Mail

Go to <http://webctx.gjo.doe.gov>

GJO Remote - Citrix connection to DOE GJO - Microsoft Internet Explorer

Address: <http://webctx.gjo.doe.gov/citrix/infuse17/index.htm>

GJO Remote

- About Citrix
- Citrix Client
- GJONet
- Email**
- Help
- Login

Grand Junction Office Remote Access

NOTICE TO USERS:
This is a Federal computer system and is the property of the United States Government. It is for authorized use only. Users (authorized or unauthorized) have no explicit or implicit expectation of privacy.

Any or all uses of this system and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized site, Department of Energy, and law enforcement personnel as well as authorized officials of other agencies, both domestic and foreign. By using this system, the user consents to such interception, monitoring, recording, copying, auditing, inspection, and disclosure at the discretion of authorized site or Department of Energy personnel.

Unauthorized or improper use of this system may result in administrative disciplinary action and civil and criminal penalties. By continuing to use this system you indicate your awareness of and consent to the term's and conditions of use. LOG OFF IMMEDIATELY if you do not agree to the conditions stated in this warning.

Be sure to LOGOUT at the end of the day or when you leave. Any unattended station logged into the network is considered to be a computer security violation.

If you have any problems, contact the
Computer Support Helpdesk (970) 248-6123.

Trusted sites

Click the "Email" button

GJO Remote - Citrix connection to DOE GJO - Microsoft Internet Explorer

Address: <http://webctx.gjo.doe.gov/citrix/infuse17/index.htm>

GJO Remote

- About Citrix
- Citrix Client
- GJONet
- Email**
- Help
- Login

Grand Junction Office Remote Access

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Be sure to LOGOUT at the end of the day or when you leave. Any unattended station logged into the network is considered to be a computer security violation.

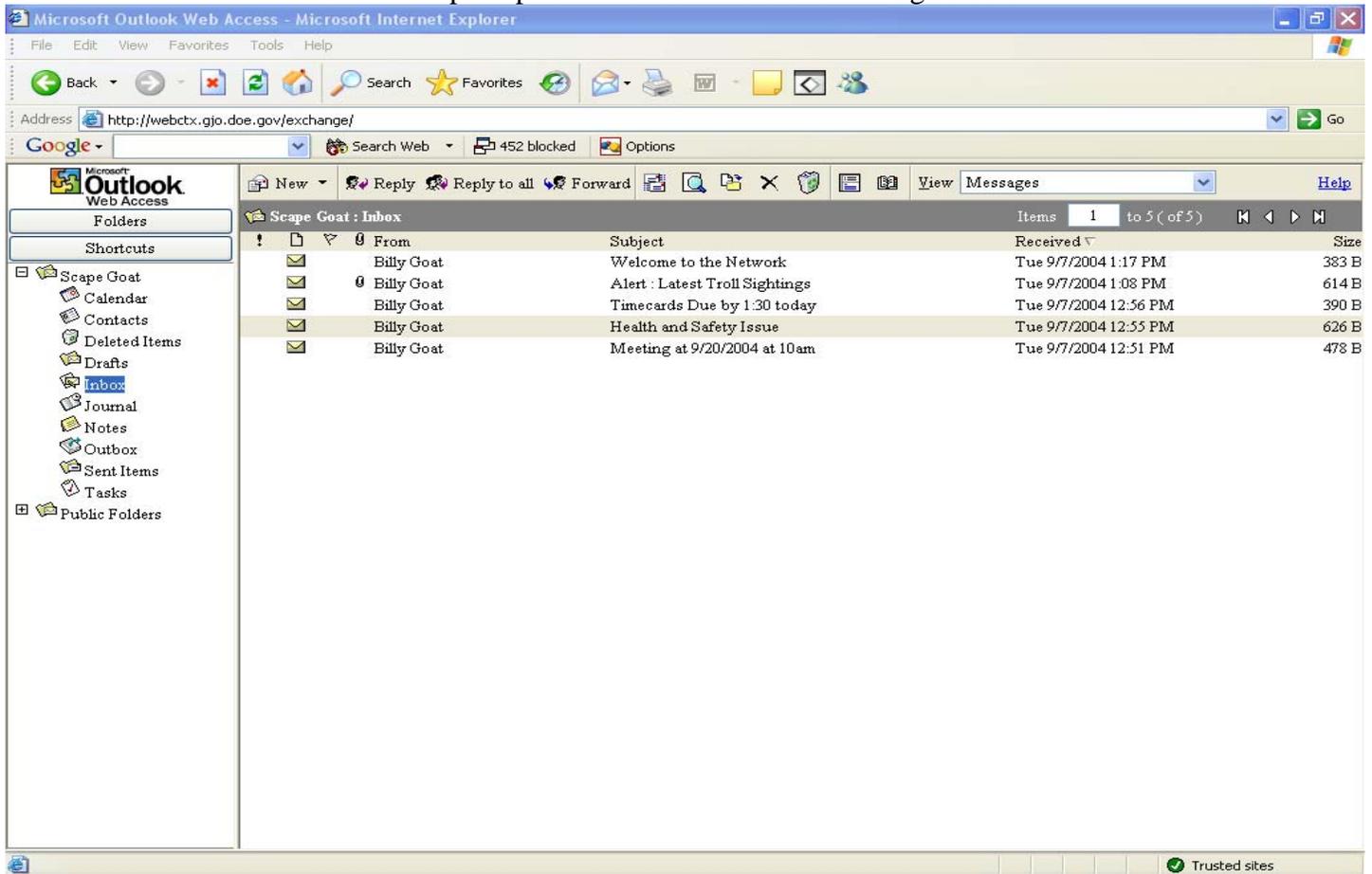
If you have any problems, contact the
Computer Support Helpdesk (970) 248-6123.

Trusted sites

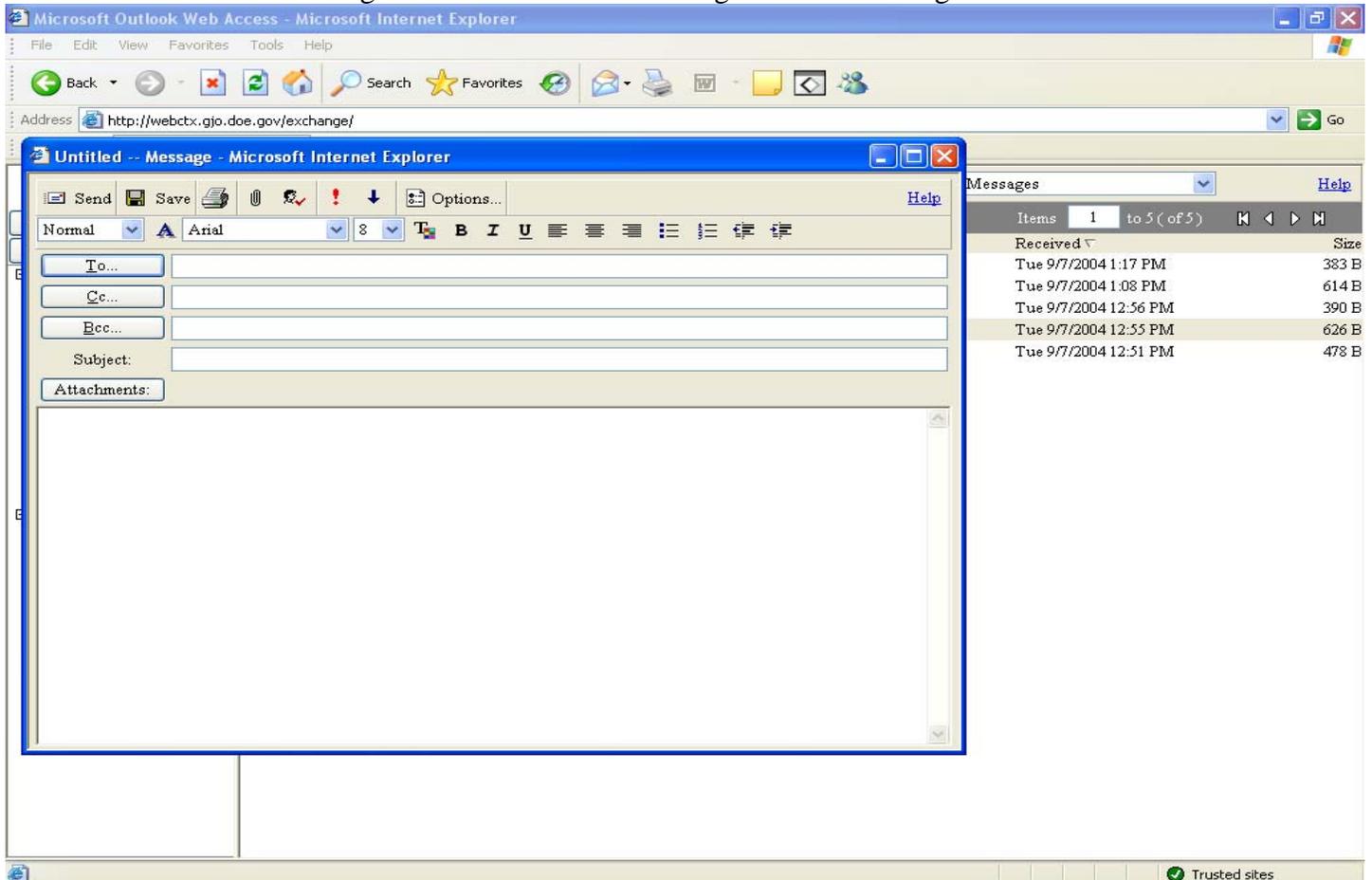
Enter your "Username" and "Email Password". Then click the "OK" button

The screenshot shows a Microsoft Internet Explorer browser window titled "GJO Remote - Citrix connection to DOE GJO". The address bar displays "http://webctx.gjo.doe.gov/citrix/hfuse17/index.htm". The main content area features a "Grand Junction Office Remote Access" header and a navigation menu with links for "About Citrix", "Citrix Client", "GJONet", "Email", "Help", and "Login". A modal dialog box titled "Connect to webctx.gjo.doe.gov" is open, showing the website URL and a login form with fields for "User name" (containing "goats") and "Password" (masked with dots). A "Remember my password" checkbox is present and unchecked. "OK" and "Cancel" buttons are at the bottom of the dialog. In the background, a security warning is partially visible, mentioning "the United States" and "may be intercepted". At the bottom of the page, there is a note: "If you have any problems, contact the Computer Support Helpdesk (970) 248-6123." The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time "1:10 PM".

The Outlook Web Interface should open up next and look like the following screen.



To create a New email message click the “New” button to get the new message screen below.



There are two ways to address emails via Web Access. The 2nd method is by far the easiest.

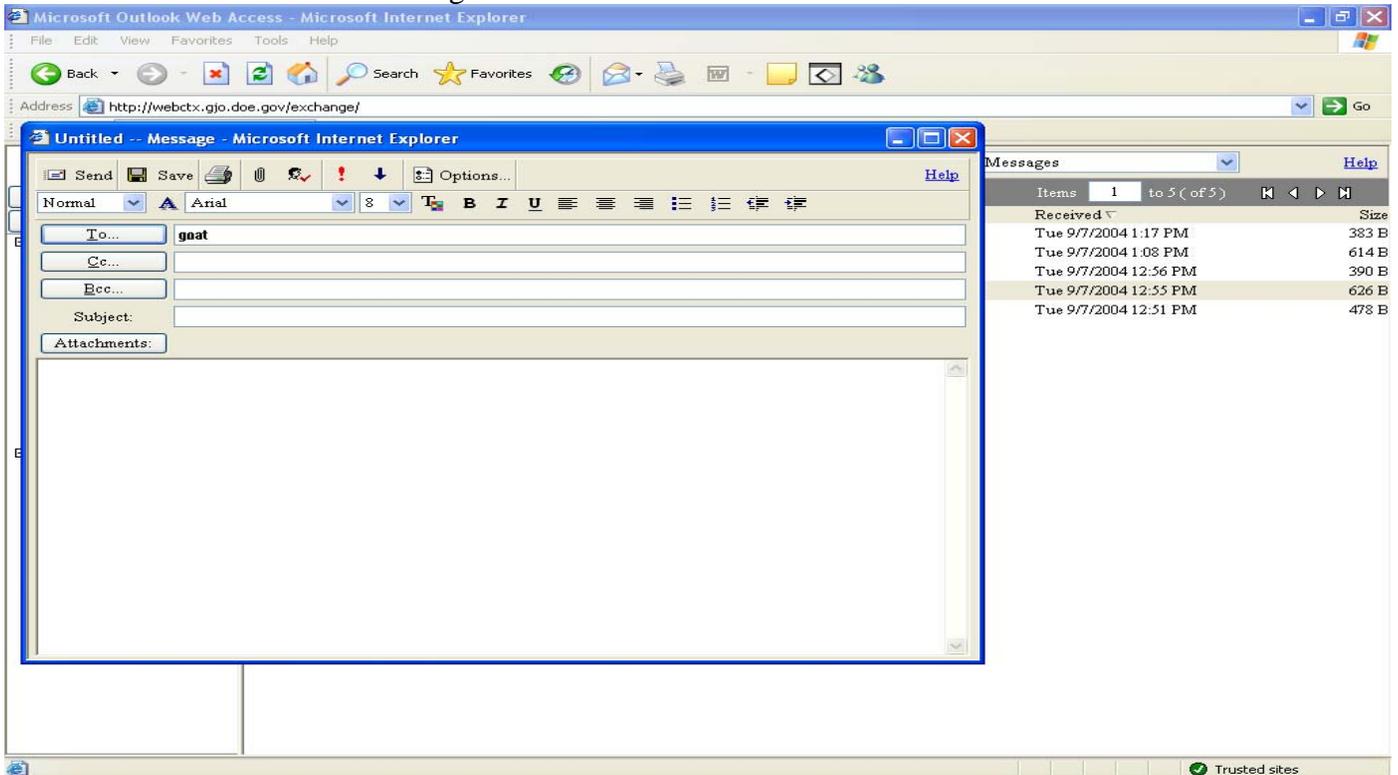
- 1) Click the “To:” button, which gives you a search window in which you can search for existing email addresses (that are in the global address list) based on First/Last name, Office, City, etc. For example typing in “goat” in the last name field and clicking the “Find” button yielded the result seen below. If the result is correct select the name by single clicking on it and clicking the “To”, “CC” or “BCC” buttons respectively. If you are finished simply click the “Close” button of the Find Names window. However, if you need to look up more names simply enter in the next name and click find. Repeat until all addresses are entered. Then click “Close” and complete your email message.

The screenshot shows the Microsoft Outlook Web Access interface in Microsoft Internet Explorer. The main window is titled "Microsoft Outlook Web Access - Microsoft Internet Explorer" and the address bar shows "http://webctx.gjo.doe.gov/exchange/". A "Find Names -- Web Page Dialog" is open over the "To..." field of an email composition window. The dialog box has the following fields: "Display name:", "Last name: goat", "First name:", "Title:", "Alias:", "Company:", "Department:", "Office:", and "City:". A "Find" button is at the bottom right of the dialog. Below the fields is a table with the following data:

Name	Phone	Alias	Office	Job title	Company
Billy Goat		goatb			
Scape Goat		goats			

At the bottom of the dialog, there is an "Add recipient to..." section with buttons for "To", "Cc", "Bcc", and "Close". The background shows the Outlook Web Access interface with a message list on the right. The message list shows 5 items, with the first item being "Received" on "Tue 9/7/2004 1:17 PM" with a size of 383 B.

- 2) The second method is to enter the names of the recipients either fully or partially, separated by a semicolon “;” and use the “Check Names” button (the button with the little head and read check mark). As seen below I have entered “goat” into the “To” field.



The “Check Names” function , compares the entries and replaces the partial entries with the full email address names. In the case of a conflict or multiple matches you are prompted to select which one is correct. As is the case with “goat” two choices are presented. Select the appropriate one and click the “OK” button. You can continue to add names or return to complete the email message.

